

<TRAFALGAR> Notes for Application



[Application Procedure]

1> Booking a Tour

The spaces for the tour are limited in availability (The booking is confirmed in order of application). As the tour booking is made by travellers from many corners of the world, we advise you to make your booking early.

1) Notes for Application

- Please indicate 3 tours you are interested in. (In case your first and/or second choice tour is not available)
- Please write down your name exactly the same as your passport. A photocopy of your passport is also required.
- Travelers must be a minimum of 18 years of age. (For those under 17 must be accompanied by a parent or guardian who accepts full responsibility for them)

2) Payment

Please pay the deposit of ¥30,000 with the application form. (Please pay the total tour cost when you book the tour less than 45 days prior to departure.) We accept cash, bank transfer, and credit card.
*** Please transfer money to the following bank accounts ***

**Mitsubishi Tokyo UFJ Bank Ikebukuro-Higashiguchi
SAVING 0017541 STA TRAVEL Co., Ltd**

3) Booking Arrangement & Confirmation

When your booking is accepted by Trafalgar and becomes definite, we will inform you of confirmation. (Usually the booking confirmation takes 1-3 working days.)

4) The total trip cost is calculated as follows;

- *Tour cost (the USD price shown in English brochure × STA TRAVEL exchange rate)
- *Handling Charge (refer to the right table)
- *Pre & Post accommodation cost (applicants only)
- *Airlines (applicants only)
- *Travel Insurance (applicants only)

2>Passports and Visas

- 1) Please ensure your passport is valid for at least 6 months beyond the duration of the trip. It is your responsibility to ensure that you are in possession of a valid passport.
- 2) Depending on your nationality, you may require visas to enter certain countries included in your tour. You are responsible for obtaining all necessary visas prior to the departure of your tour. We can also help with this (handling charge will apply). Please feel free to ask your consultant for more details.

3> Travel Documents for your tour

When the booking is confirmed, the following documents will be sent.

- 1) Invoice for the balance payment
- 2) Application Form for Travel Insurance

Travel Insurance is strongly recommended for all Trafalgar travelers. Your travel insurance must provide cover against personal accident, medical expenses, emergency repatriation and personal liability. We also recommend it covers cancellation, curtailment and loss of luggage and personal effects.

4>Balance Payment

Upon receiving the invoice for balance payment, please pay the balance of monies by the fixed date. The fixed date for payment is usually 4-6 weeks prior to the departure. When we do not receive the total tour cost by the fixed date, the booking may be cancelled. In this case the cancellation charge will apply. (refer to the right table)

5>Travel Documents for your departure

Upon receipt of your final payment the following final documents will be sent to you. Please check your tour title and the departure date.

- 1) Tour (Hotel) Voucher (Confirmation Letter)
- 2) Trafalgar Pre-departure Booklet (Guide Book)
- 3) Trip Dossier
- 4) Questionnaire for the tour
- 5) Air Ticket · Travel Insurance Contract Form (applicants only)

[TRAFALGAR]

1. What is Trafalgar?

- Trafalgar is designed for rather mature aged people. The tour offers two types of trips:
 - First Class: stays in luxurious hotels
 - Cost Saver: stays in reasonable hotels
- The tour will be operated in English as the participants come from all over the world. The participants' nationalities will not be announced in advance.
- Accommodation is mostly a twin share room with private facilities. Single supplement is available if you wish to stay in a single room.

2. Tour Notice

- It is essential to allow at least one day before and after your tour if you are joining Trafalgar in London. We strongly recommend you to book pre & post accommodation as most tours will depart early in the morning and finish late in the afternoon. Please book together with your tour.
- Please take care of your personal property at all times. It is at your own risk.

3. Handling Charge

The following handling charge included tax (5%) will apply.

<<Handling Charge>>

Participate a tour (1 st time)		Participate a tour (2 nd time or more)	
Purchased Air tickets at STA TRAVEL	NOT Purchased Air tickets at STA TRAVEL	Purchased Air tickets at STA TRAVEL	NOT Purchased Air tickets at STA TRAVEL
¥ 5,250	¥ 10,500	¥ 2,625	¥ 5,250

*A client who has applied for the overseas tour at STA TRAVEL will apply for any other overseas tour within 2 years can receive a discount as above. The company of this client can also receive a discount.

*The handling charge is non-refundable for cancellation made by a client.

4. Charges for Change and/or Cancellation

Loss of monies paid is as follows:

<<Tour Cancellation and Booking Change Charge>>

Once the booking is accepted by Trafalgar, there will be charged as following.

46 days or more prior to tour departure date	USD200 + Handling Charge
45 - 22 days prior to tour departure date	25% of total tour cost
21 - 8 days prior to tour departure date	30% of total tour cost
7 - 1 day prior to tour departure date	50% of total tour cost
Tour departure date	100% of total tour cost

<<Tour Booking Change Charge>>

46 days or more prior to tour departure date	USD30
45 - 22 days prior to tour departure date	25% of total tour cost
21 - 8 days prior to tour departure date	30% of total tour cost
7 - 1 day prior to tour departure date	50% of total tour cost
Tour departure date	100% of total tour cost

<<Pre & Post Accommodation Cancellation and Booking Change Charge>>

46 days or more prior to the date of service	USD30
45 - 22 days prior to the date of service	25% of total hotel cost
21 - 15 days prior to the date of service	30% of total hotel cost
Less than 14days prior to the date of service	100% of total hotel cost

· Cancellation of airport transfer incurs a 100% cancel fee.

· Different condition applies for River Cruises.

· Trafalgar is operated by Trafalgar Tours Ltd., the terms and booking conditions are based upon the brochure written in English.

*Cancellation charge/tour amendment fee is calculated based on the original tour price even booked under any kinds of campaign with discounted price.

5. Travel insurance is essential. We do not accept the passengers who are not insured through STA Travel.

STA TRAVEL

License 937

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