

## Trip Registration Form

Trip Requested \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Day Phone# \_\_\_\_\_ Evening phone# \_\_\_\_\_

Cell Phone# \_\_\_\_\_ email address \_\_\_\_\_

### Trip Fees:

A 50% deposit is required when you register to reserve your spot, payable by check, money order, credit card or wire transfer. Balance is due 45 days prior to departure. We reserve the right to consider reservations cancelled if the balance is not received when due.

Trip Cost \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Deposit:

\_\_\_\_ Check or money order enclosed (payable to *More to Your Life*)

\_\_\_\_ Charge my: Visa / MasterCard / Discover / American Express (circle one)

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ V code (3 or 4 digits) \_\_\_\_\_

Name as it appears on card (*Please print*) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

# CANCELLATION POLICY

Please read carefully and completely.

## **Reservations, Payments, Cancellations and Refunds:**

Reservations are taken on a first come/first served basis. Space is limited, so reserve your place early to avoid disappointment. A deposit of 50% is required to hold a space for you and can be paid by check, money order or credit card. **The balance of trip fees is due 45 days prior to departure, payable by check, money order or credit card.**

Because we incur certain pre-trip expenses, the following policy is necessary if you cancel. **Notice of cancellation must be made in writing.** If this notice is received in our office:

- ♦ 45 days or more before the trip, you will receive a full refund less a \$100 handling fee;
- ♦ 30-44 days before the trip, 70% of the fees received will be credited toward another trip;
- ♦ 15-29 days before the trip, 50% of the fees received will be credited toward another trip.
- ♦ Credited fees from cancelled trips must be used within 1 year of the original trip departure or will be forfeit to *More to Your Life*.
- ♦ No refund or credit will be given if you cancel 14 days or less before departure, regardless of the time of registration.
- ♦ Refunds of payments made by credit card are subject to a 3% processing fee.

## **We strongly advise you take out trip cancellation, medical and baggage insurance.**

- ♦ Absolutely no refunds or credits can be made on any portion of a trip once travel has commenced.
- ♦ If you find a suitable replacement you will be given a full refund, less a \$100 handling fee.
- ♦ Insufficient registration on a particular trip or expedition may require that we reschedule or withdraw your trip. If we withdraw the trip, we will fully refund all payments made to us. Our liability shall in no case exceed the obligation to refund the amount you paid us.
- ♦ Penalties for changing or canceling airplane reservations are not the responsibility of *More to Your Life*.

I, the undersigned, agree to the above cancellation policy and will not hold *More to Your Life, Inc.* responsible for any expenses incurred by me resulting from cancellation of my trip, accident, sickness, stolen or damaged baggage.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Return signed original to us and retain a copy for your records.*