



## How to Book with Visions

### **FIRST** – Make an enquiry.

Whether you have spoken to one of our team or have seen marketing that intrigued you, the first step is to make an enquiry with us. Once you have contacted us, we will set you up to partner and speak with a Travel Advisor. Your personal Travel Advisor will assist you by being able to review and discuss possibilities that will fit your goals and your budget.

Call us in the United Kingdom:	(+44) 01444 226348
Call us in the Americas:	(001) 802.239.3010
Email us:	UK <a href="mailto:info@visionsineducation.co.uk">info@visionsineducation.co.uk</a> USA <a href="mailto:info@visions-in-education.com">info@visions-in-education.com</a>
Facebook us:	Visions In Education
Tweet us:	Ski – @VisionsSki STEM – @VisionsSTEM Arts – @VisionsArts Netball - @VisionsNetball

### **SECOND** – Receive your personal tour quotation.

If you have chosen a destination or possibly have more than one in mind, we will happily send you a personal tour quotation. Our individual quotation policy ensures that everything is tailored to suit your budget, requirements and objectives.

### **THIRD** – Make a Provisional Booking.

Once you have decided on a particular destination and are happy with your quote, contact us to make a 'no obligation' provisional booking stating the specific tour, departure date, tour duration, probable group size, master class and performance requirements and any special requests. We will gladly hold your Provisional Booking for three weeks while you gauge interest and collect first deposits.

### **FOURTH** – Confirm your Booking.

Within three weeks of making a Provisional Booking, send us your completed Booking Form and the relevant deposit amount. Upon receiving your first deposits, we will send you the dates for your second, third and final deposits to ensure that payments are made on time and that you are eligible for your added incentive discount. Please understand that not all tours are eligible for this incentive. Please enquire when booking.

**FIFTH** – Read our Party Leader Guide for Educational Travel.

This booklet is put together with all the latest details and information to make sure your group is set up for success! From airline notes to required forms to best travel practices, you find a wealth of needed information.

## Deposit Structure

### **UK Deposit Structure by AIR to a European destination:**

1st Deposit £100 per paying person

2nd Deposit £100 per paying person to be received 45-days after initial deposit

Final Balance is due 10 weeks prior to departure

### **UK Deposit Structure by AIR to a non-European destination:**

1st Deposit £100 per paying person

2nd Deposit £100 per paying person to be received 45-days after initial deposit

3rd Deposit £50 per paying person to be received 90-days after initial deposit

Final Balance is due 10 weeks prior to departure

### **UK Deposit Structure by MOTORCOACH:**

1st Deposit £75 per paying person

2nd Deposit £75 per paying person to be received 45-days after initial deposit

Final Balance is due 10 weeks prior to departure

### **USA/WORLDWIDE Deposit Structure to any destination:**

1st Deposit \$200 per paying person

2nd Deposit \$200 per paying person to be received 45-days after initial deposit

3rd Deposit \$100 per paying person to be received 90-days after initial deposit

Final Balance is due 10 weeks prior to departure

ALL DEPOSITS ARE NON-REFUNDABLE

PLEASE MAKE ALL CHECKES PAYABLE TO **VISIONS IN EDUCATION**

Bank transfers are also widely used; contact us for banking details if this method is preferred.

Please be advised that if increased deposits are required by our airline partners, these may be above what is noted as general deposit structures. In this circumstance, you will be notified of requirements as soon as we are made aware.

## Important Notes:

**CASH BACK... Added Incentive:** As an added incentive to both the school and parents, a £5/\$8 per paying person refund is available to all schools which pay the correct deposits and balances on the correct dates as well as submit all required documentation by the original specified due date (inclusive of Passenger Information Booklet

in its entirety). Once your initial deposit is made, you will be issued with a schedule with amounts and due dates. Cash back is paid to qualifying school parties approximately two weeks after final balances have been received. There are some instances where this plan may not be available so please check your Option letter to determine if your tour qualifies for this incentive. For further details please do not hesitate to contact us.

**Credit Card for Hotel Deposits:** Every Party Leader should be prepared to present a credit card to cover any deposits required for hotel or resort rooms.

**Flights:** We make every effort to ensure large groups travel together; however, there are occasions where due to aircraft size, an Airline's policy on groups or circumstances outside our control when this may not be possible. Should this be the case we will endeavor to advise and discuss alternative options with you as soon as this is known.

**Air Rates:** Due to fluctuation in air rates, please know that your flight rates have been based on a credible assumption however they may vary at the time of full booking; when your deposits are received by our offices. Flights will be reserved once first deposits have been received. If at that time flight rates exceed the assumption and it increases the cost of your tour, you will have an option to decline the booking at no penalty to your group.

**Airline Baggage:** As a general rule, if travelling outbound from the UK, a single checked bag per person is included in air quotes. If travelling outbound from the USA, this may feature may vary and is completely dependent upon the carrier and the route. Please ask us for specifics if you have questions. The baggage sizing and weights change frequently, so please check with the relevant airline website to get the latest requirements on cabin bags, weight of bags, dimensions, etc. and also information on carry-on baggage.

**Change in party size:** Should the numbers in your party change, or if you require additional rooms, it may be necessary to revise the final costs. In the event of any cancellation by party members, we will re-cost your tour in order to protect any free places issued.

**Passports:** If travelling to/from an international destination, please ensure that you are aware of Passport and Visa requirements. If you have questions, please contact the Embassy who may assist you with specific questions as to what is needed for international travel. We of course are always available to assist but will not be able to give direction on state matters.

**Copies of Passports:** In order to assist in expediting paperwork that you will be required to submit, we **very strongly** recommend you request a photocopy of each person's passport when initially signing up for the trip so you have all required documentation and are also aware of any possible expirations.

**Insurance:** All school groups are required to carry travel insurance. Insurance should cover Trip Interruption, Trip Cancellation as well as Medical Assistance and other factors. If you do not have insurance available to your school, simply contact us for a referral. Please be aware that we will require a copy of the key pages of your insurance documents prior to travel.

**Waivers for school originating outside of the UK:** Please be advised that all participants travelling are required to submit a signed waiver(s) prior to departure. If the participant is under 18 years of age, their legal parent or guardian must also sign acknowledging an Assumption of Risk. Any passengers who are not able to produce a signed waiver may not be able to travel with the group. If this should happen, please be advised that the person will lose any and all deposits/monies submitted in accordance with the Company's established cancellation policy.