

NST, Discovery House, Brooklands Way, Whitehills Business Park, Blackpool, Lancashire FY4 5LW Tel: 01253 833 833 Fax: 01253 833 844
 email: info@nstgroup.co.uk www.nstgroup.co.uk
NST is a trading name of NST Travel Group Limited.

YOUR CHECKLIST	
• Return coloured copy of the form to NST	<input type="checkbox"/>
• Retain white copy of the form for your records	<input type="checkbox"/>
• Enclose deposits with the form to NST	<input type="checkbox"/>

PLEASE COMPLETE IN BLOCK CAPITALS - PLEASE COMPLETE ALL SECTIONS

GROUP DETAILS

6 Digit Tour Reference _ _ _ _ _ (As quoted on your provisional booking letter)	
Group Organiser First Name	Home Address
Surname	
Position	
Department	
Name of School/College	Home Tel
School/College Address	E-mail
School/College Tel	Best contact times
School/College Fax	Correspondence to be sent to
E-mail	School/College <input type="checkbox"/> Home <input type="checkbox"/> (please tick box)

TOUR DETAILS

Country	Destination/Tour Name	Preferred Departure Date from School	Preferred Departure Time from School (Coach tours only)	Preferred date of Return to School	Preferred Return Time to School (Coach tours only)
Tour Duration	days	Type of Music group (if applicable)			
Method of Travel (please tick) Coach <input type="checkbox"/> Air <input type="checkbox"/> : UK departure airport: Rail <input type="checkbox"/> Other <input type="checkbox"/>					

GROUP COMPOSITION

AGE ON DATE OF RETURN	UNDER 2	2-11	12-15	16-18	STUDENTS 19+	ADULTS ON FREE PLACES	PAYING ADULTS	TOTAL
MALE								
FEMALE								
TOTAL IN GROUP								

ADULT ROOMING

No of twin rooms *	
No of * single rooms	
Other	

* NB: Single rooms and twin rooms for sole use are limited and may incur a supplement. Please refer to your provisional booking letter.

DEPOSITS (please make one cheque payable to NST Travel Group Limited)

Please refer to the provisional booking letter for the amounts of deposits to be paid.

..... paying persons at £..... each = £ in total

Please note that the number of paying persons includes concessionary places.

OTHER REQUIREMENTS

- Please provide free savings cards for group members
- Please provide a coach quotation for UK airport transfers
- Please book a return UK airport transfer as per the quotation provided by NST
- Extended Insurance (UK tours only)
- Please book a trailer to provide additional storage space for luggage and instruments
(A supplement per day for a trailer will apply plus a supplement for ferry crossing will also apply, unless specifically included in your tour price - please refer to your provisional booking letter)
- Requested special arrangements:

OFFICE USE ONLY

DECLARATION

I have read the booking conditions and important notes overleaf. Any non standard terms can only be accepted if confirmed in writing by NST. I agree to and accept these conditions on behalf of all members of my group and the parents or guardians of any group members under 18 years of age. I agree that you can contact me by any of the details that I have provided you with above.

Date _____ Signature of Group Organiser _____



Booking Terms & Conditions

Please take the time to read the following conditions carefully. They are the basis for the contract between us and will assist you with your future plans.

1. CONTRACT

Your booking is with NST Travel Group Ltd, registered office: Discovery House, Brooklands Way, Whitehills Business Park, Blackpool FY4 5LW (company registration number 2665024). We are a member of ABTA with membership number V0550. ABTA and ABTA Members help holidaymakers to get the most from their travel and assist them when things do not go according to plan. We are obliged to maintain a high standard of service to you by ABTA's Code of Conduct. For further information about ABTA, the Code of Conduct and the arbitration scheme available to you if you have a complaint, contact ABTA, 30 Park Street, London, SE1 9EQ tel: 020 3117 0500 or www.abta.com.

A contract will only exist when we have received the required deposit and have acknowledged receipt of your completed form by the issue of our booking confirmation invoice. The person signing the booking form accepts the following conditions on behalf of all party members and will be our sole point of contact for correspondence. The contract between us is governed by the Law of England and Wales and any dispute will be dealt with under the exclusive jurisdiction of the Courts of England and Wales, except if you live in Scotland, when you may choose to have the contract governed by the laws of Scotland, and any dispute dealt with in the Scottish Courts.

2. DEPOSITS

Before a booking can be considered firm, the Party Leader must sign our booking form and forward the initial deposit for each paying member of the party as defined in Table A of the Important Notes. This deposit is not refundable, unless under the terms of our insurance cover. Please make cheques payable to NST Travel Group Ltd. For UK schools and groups, insurance cover is included and commences when the deposit payment is received. Insurance cover can be arranged for non-UK schools and groups at a supplement.

3. PAYMENT

We require a second deposit, as defined in Table A of the Important Notes section of this form, to be paid not more than 8 weeks after the due date of the initial deposit. The final balance must be settled no later than 10 weeks prior to departure or by return of post where receipt of invoice is within 10 weeks. If second deposits or final balances are not received by the due dates, this will be a breach of the contract between us, entitling us to treat the booking as cancelled by you. In these circumstances, the contract between us will remain in force until you receive our written advice and cancellation invoice.

4. CANCELLATION

In the event of cancellation by a paying member more than 10 weeks before your tour, the deposits may be transferred to a substitute member. However, if this is not possible, then the deposits will be retained by us. For cancellations made less than 10 weeks prior to your tour, the payments made may be transferred to a substitute member but we reserve the right to charge an amendment fee of £25, plus any direct costs incurred. For air tours, cancellation charges may apply in accordance with section 6 and the individual airline policy. However, if a transfer is not possible, please write to us immediately giving full details. The cancellation will be subject to the following charges:-

70-29 days before your tour:	60%
28-15 days before your tour:	80%
14 days or less before your tour:	100%

The date of effective cancellation is calculated on the day of receipt of written advice. If any cancellation brings the number of paying passengers below the minimum number required to qualify for a particular price, then the price will be adjusted accordingly. Please note that cancellation charges may be reclaimed, less an excess, via insurance, provided that the cancellation occurs within the terms of the policy e.g. necessary cancellation due to injury or illness of the party member or parent or parental redundancy, etc.

5. PRICE INFORMATION

The price of our tours is valid at the time of publication in our brochure or price list or on our website or when quoted to you. The prices were calculated on the basis of then known costs and the following exchange rates published in "The Financial Times" on November 16th, 2011 :

£1= 1.5790 USA Dollars,
£1= 1.1670 Euros,
£1= 1.6136 Canadian Dollars,
£1= 1.4475 Swiss Francs

Your trip may be subject to surcharges on currency, unforeseen increases in transportation costs and seaport charges, VAT, enforced increases in labour costs, aircraft fuel, overflying charges, airport charges and increases in scheduled air fares, in addition to any surcharges resulting from governmental action. In all cases where a surcharge is applicable we will absorb an amount equal to 2% of the tour price, excluding any insurance premiums and amendment fees. Only amounts in excess of 2% will be surcharged. If this means paying more than 10% of the tour price you will be entitled to cancel the tour with a full refund of all money paid (minus insurance premiums and any amendment fees incurred). Should you wish to cancel because of this, you must exercise your right to do so within 14 days from the issue date printed on the surcharge advice. You will be notified up to 30 days prior to departure if a surcharge is due on your tour.

6. ALTERATIONS & AMENDMENTS BY YOU

Should you wish to make any changes to your confirmed booking, you must notify us in writing as soon as possible. Where we can meet your request, a fee of £25 per amendment will be payable together with any costs incurred by ourselves and any costs or charges incurred or imposed by any of our suppliers in making the change.

Additions to your party are usually possible at any time up to 10 weeks prior to travel. However, you must always check with us first by telephoning 01253 833 833. If any addition is made within 10 weeks of departure we may charge an amendment fee of £25 per amendment.

The ordering of extra services (for example vegetarian meals, changes to your itinerary or requests for booking visits) after 10 weeks prior to departure will also be subject to the payment of the amendment fee and the other costs / charges set out above. For tours by air it is the Party Leader's responsibility to ensure that all names are given in full and exactly as shown on the individuals' passports. This information is often required at an early stage of booking and some airlines may not permit name changes. Most however will treat name changes as cancellations and charge accordingly. We will pass these charges on to you. Once tickets have been issued or in the case of low cost carriers once names have been received, airlines will usually charge the full cost of the flight if a name is changed. If your final balance is overdue at the time of requesting this change this also must be paid in full before the change can be made.

7. IF WE ARE FORCED TO CHANGE THINGS

The arrangements in our brochure or price list or on our website or when quoted to you, were given in good faith. Occasionally we have to make changes and we reserve the right to do so at any time. Most changes will be minor and all will be advised at the earliest possible date.

In the unlikely event of it proving necessary to alter significantly or cancel your tour, we will offer a suitable alternative if available or 100% refund (within 14 clear days) if we are not able, in our opinion, to offer an alternative that is sufficiently comparable. Significant changes include the following changes when made before departure: a change of accommodation to that of a lower official classification or standard for the whole or a major part of the time you are away, a change of accommodation to an alternative resort for the whole or a major part of the time you are away, a change of outward departure time or overall length of time you are away of 12 or more hours and, in the case of inclusive tours, a significant change of itinerary missing out one or more major destinations substantially or altogether. Please note a change of airport, airline or flight time of less than 12 hours are not significant changes unless otherwise expressly stated.

Compensation will be paid as below, per full fare paying passenger, if we have to make a significant change to your tour within 10 weeks of commencement:-

70-29 days:	£5 per person
28-15 days:	£10 per person
14 days or less:	£15 per person

Please note that the above options and compensation do not apply to study visits if the study visit you are due to take part in or attend is significantly changed or cancelled due to any reasons outside of our control. Please see Clause 7 of the Important Notes section for further details.

Very rarely, we may be forced by 'force majeure' (see Clause 8) to change or terminate your tour after departure but before the scheduled end of your time away. This is extremely unlikely but if this situation does occur, we regret we will be unable to make any refunds (unless we obtain any refunds from our suppliers), pay you any compensation or meet any costs or expenses you incur as a result.

8. FORCE MAJEURE

Except where otherwise stated in these Booking Conditions, we regret we cannot accept liability or pay any compensation where

the performance or prompt performance of our contractual obligations is prevented or affected by or you otherwise suffer any damage, loss or expense of any nature whatsoever as a result of 'force majeure'. In these Booking Conditions, 'force majeure' means any event which we or the supplier of the service(s) in question could not, even with all due care, foresee or avoid. Such events may include war or threat of war, riot, civil strife, actual or threatened terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, fire and all similar events outside our control.

9. TRAVEL TICKETS & VOUCHERS

These are valid in conjunction with the particular travel arrangements booked and the route specified. No refund can be made for lost, mislaid, unused, unendorsed or expired tickets, coupons or vouchers. Any details given are provisional and do not commit any airline mentioned to providing a service.

10. LIABILITY

We will only accept responsibility for any personal illness, injury or death which results from the negligent (as the word is understood in English law) acts or omissions of any servant or agent, or any supplier working on our behalf in the provision of services or facilities to you and whilst acting within the scope of their employment. We will also accept responsibility for those elements of the tour arrangements which are under our direct control, and for the acts and/or omissions of our employees, agents, sub-contractors and suppliers. We can only be liable for the provision of special requests where we have confirmed their availability in writing beforehand. Please note, however, that we do not accept liability for any air or sea carriers whose individual conditions of carriage apply and are often subject to international agreements. We cannot be held responsible for the loss of enjoyment or additional expenses due to delays or changes in any travel arrangements or other services which are caused by circumstances amounting to 'force majeure' (see Clause 8). Our liability in all cases (except those involving illness, injury or death) is limited to 50% of the invoiced tour value per passenger in addition to a full refund. We cannot be held responsible for the failure or inability of any equipment or computer programme to recognise or correctly interpret or process any date as the true or correct date, or to continue to function correctly beyond that date.

Should you or any member of your party have the misfortune to suffer illness, injury or death during the period of your tour arising out of an activity which does not form part of the arrangements made by us, we shall, where appropriate, give you every help that we can by way of initial assistance, including initial legal costs associated therewith, up to a maximum value of £5,000 per booking form. You must request such assistance within 90 days from the date of the misadventure and in the event of there being a successful claim for costs against a third party or there being suitable insurance policies in force, the costs incurred by us shall be recoverable from you.

11. COMPLAINTS PROCEDURE

If there are any problems with your arrangements whilst you are away, the Party Leader must immediately inform the supplier of the service(s) in question. If the supplier is unable to resolve the complaint or problem to your satisfaction, you should contact us immediately either at the office during working hours or via our 24 hour duty officer out-of-hours. Most problems can be dealt with quickly. In the unlikely event that the matter remains unresolved, please write to us immediately on your return and we will do our utmost to find a satisfactory solution. Notice of any claim or dispute must be received by us within 28 days of the date on which the tour ended. If any dispute on a tour booked with NST Travel Group Limited cannot be amicably settled, it may be possible to refer it to arbitration under a special scheme arranged by the Institute of Arbitration in conjunction with the Association of British Travel Agents. This scheme provides for a simple and inexpensive method of arbitration on documents alone, with a restricted liability on a customer in respect of costs. The scheme does not apply to claims for an amount greater than £5,000 per person. There is also a limit of £25,000 per booking form. Neither does it apply to claims which are solely or mainly in respect of physical injury or illness or the consequences of such injury or illness, except for small compensation claims for minor injury or illness subject to a limit of £1,000 per person. Application for arbitration must be made within 9 months of return from the tour. Further details can be supplied by ABTA on request.

12. PERSONAL PROPERTY

Your personal property, including baggage, is your own responsibility at all times, unless any loss or damage is due to our negligence or failure to carry out our responsibility.

Booking Terms & Conditions continued

13. SUPERVISION

When you book with us, you accept full responsibility for any damage or loss caused by you or any member of your group. Full payment for any such damage or loss must be paid direct at the time to the accommodation owner or manager or other supplier. If you fail to do so, you will be responsible for meeting any claims subsequently made against us (together with our own and the other party's full legal costs) as a result of your or any member of your group's actions.

Party Leaders and/or other adults accompanying the party agree to act 'in loco parentis' at all times and will adequately supervise all members of the party. It is the Party Leader's responsibility to ensure that:

- No group member under 18 consumes alcoholic beverages without prior written consent of the parent/guardian.
- No student smokes on coaches, in any accommodation, in any smoke-free places or behaves in any other way which may cause a fire hazard.
- All party members wear the seat belts provided for all journeys by coach. (Not always applicable to coaches sourced overseas).
- No student breaks a UK or local law.

14. TOURS BY AIR

In accordance with EU Directive (EC) No 2111/2005 Article 9, we are required to bring to your attention the existence of a "Community list" which contains details of air carriers that are subject to an operating ban within the EU Community. The Community list is available for inspection at www.ec.europa.eu/transport/air.

In accordance with EU Regulations we are required to advise you of the carrier(s) (or, if the carrier(s) is not known, the likely carrier(s)) that will operate your flight(s) at the time of booking. Where we are only able to inform you of the likely carrier(s) at the time of booking, we shall inform you of the identity of the actual carrier(s) as soon as we become aware of this. Any change to the operating carrier(s) after your booking has been confirmed will be notified to you as soon as possible. However, the UK departure airport, overseas arrival airport, carrier/airline and flight timings cannot be guaranteed (even when they have been confirmed in our Booking Confirmation Invoice). Nor can we guarantee the means of transport and timings for each leg of the journey but these will be as near as possible to those set out in our Booking Confirmation Invoice. We will provide transportation from your original departure point to the relevant airport if the original airport is changed.

The UK departure airport, overseas arrival airport, carrier and flight timings shown in this brochure, on our website or in any other promotional material and detailed on your Booking Confirmation Invoice are for guidance only and are subject to alteration and confirmation. The latest route, timings and carrier will be shown on your tickets which will be despatched to you approximately two weeks before departure. You must accordingly check your tickets very carefully immediately on receipt to ensure you have the correct route, flight times and carrier. It is possible that UK departure airport, overseas arrival airport, carrier and/or flight times may be changed even after tickets have been despatched - we will contact you as soon as possible if this occurs.

Any change in UK departure airport, overseas arrival airport, the identity of the carrier, flight timings, and/or aircraft type (if given) will not entitle you to cancel or change other arrangements without paying our normal charges except where specified in these conditions.

If your flight is cancelled or delayed, your flight ticket is downgraded or boarding is denied by your airline in circumstances which would entitle you to claim compensation and/or another remedy from the airline under EC Regulation No 261/2004 - the Denied Boarding Regulations 2004, you must pursue the airline for any compensation due to you. All sums you receive or are entitled to receive from the airline concerned by virtue of these Regulations represent the full amount of your entitlement to compensation or any other payment arising from such cancellation, delay, downgrading or denied boarding. This includes any disappointment, distress, inconvenience or effect on any other arrangements. The fact a delay may entitle you to cancel your flight does not automatically entitle you to cancel any other arrangements even where those arrangements have been made in conjunction with your flight. We have no liability to make any payment to you in relation to the Denied Boarding Regulations or in respect of any flight cancellation or delay, downgrading of any flight ticket or denial of any boarding as the full amount of your entitlement to any compensation or other payment (as dealt with above) is covered by the airline's obligations under the Denied Boarding Regulations. If, for any reason, you do not claim against the airline and make a claim for compensation or any other sum from us, you must, at the time of payment of any compensation or other sum to you, make a complete assignment to us of the rights you have against the airline in relation to the claim that gives rise to that compensation payment. If your airline does not comply with these rules you should complain to the Air Transport Users' Council on 020 7240 6061 or via their website at www.auc.org.uk.

15. CONDITIONS OF SUPPLIERS

Many of the services which make up your tour are provided by independent suppliers. Those suppliers provide these services in accordance with their own terms and conditions. Some of these terms and conditions may limit or exclude the supplier's liability to you, usually in accordance with applicable International Conventions. Copies of the relevant parts of these terms and conditions are available on request from ourselves or the supplier concerned.

16. PASSPORTS & VISAS

The passport and visa requirements applicable at the time of printing to British Citizens for the arrangements we offer are shown in the Important Notes section of this form. It is the responsibility of the Group Organiser to obtain the passport and ensure all group members not included on any collective passport have a full individual passport.

For travel to or via the United States all passengers, including children must have their own machine-readable passport. Most British Citizens holding a British passport can travel under the Visa Waiver Program but there are some restrictions and the Group Organiser must check these by looking at the US Embassy website at www.usembassy.org.uk. All persons travelling to the USA under the Visa Waiver Program must have obtained travel authorisation using the Electronic System for Travel Authorisation (ESTA). You must have obtained authorisation at least 72 hours before departure. This requirement is in addition to the submission of passport information, which is still required. Each individual traveller must register online on the following website: <https://esta.cbp.dhs.gov/esta>. A charge will be made for travel authorisation and this cost will be in addition to the tour price and payable by each passenger.

Party Leaders may wish to refer to the Department of Health leaflet T7.2 'Health Advice for Travellers' which offers health information for all destinations. Copies are available from Post Offices nationwide. Although NST's extensive insurance covers the cost of emergency medical treatment abroad, we would still recommend that all party members travelling within the EU have a valid EHIC (formerly E111). At present there are no mandatory health formalities for British Citizens for the destinations we offer but please bear in mind that requirements may change and you must check the up to date position in good time before departure. Further information can be obtained from the Department of Health website at www.dh.gov.uk/travellers or from www.fitfortravel.scot.nhs.uk. It is the Group Organiser's responsibility to ensure that all group members are in possession of all necessary travel and health documents before departure. Except as set out above and in our Important Notes section, all costs incurred in obtaining such documentation must be paid by you. We regret we cannot accept any liability if you are refused entry onto any transport or into any country due to failure on your part to carry correct documentation or provide personal data on a timely basis for all party members that are required for border control or aviation security purposes. If any member of your group is not a British Citizen or holds a non-British passport, you must check passport and visa requirements with the Embassy or Consulate of the country(ies) to or through which you are intending to travel. If failure to have any necessary travel or other documents results in fines, surcharges or other financial penalty being imposed on us or any of our suppliers, you will be responsible for reimbursing us accordingly.

17. DELAYS AT PORT, INTERNATIONAL RAIL TERMINAL OR AIRPORT

In the event of a delay at the port, international rail terminal or airport of departure, we will ensure that you are informed of the reasons for and the extent of the delay as early as possible.

Except for delays to flights, in the event of a delay in any travel arrangements included in your tour lasting less than 12 hours, we will either (1) make arrangements there and then as appropriate to reduce any discomfort (for example providing you with a meal voucher) or (2) we will provide retrospective reimbursement of reasonable costs you incur for refreshments on production of receipts. In both cases if the delay causes you to miss a pre-booked meal where the delay exceeds 3 hours, your group will be entitled to light refreshments. In the event of a delay exceeding 6 hours, your group will be entitled to receive a main meal.

In the event of a delay to flights the responsibility to provide assistance lies with the airline concerned. Please see Clause 15 for further details.

The length of any delay is calculated from the scheduled departure time of the sea vessel, train or flight for which the group has a firm booking.

18. SPECIAL REQUESTS

Any special requests must be clearly notified to us in writing. We do our best to meet any special requests made by you and ensure that these are forwarded to the appropriate persons. We cannot guarantee, however, that special requests will be fulfilled and failure to do so does not constitute a breach of contract. Special requests will only be held to form part of the contract between you and NST when they have been confirmed in writing to be guaranteed by NST.

19. MEDICAL PROBLEMS

If any member of your group has any medical problem or disability which may affect your arrangements, the Group Organiser must give us full details before you confirm your booking so that we can advise as to the suitability of the chosen arrangements. The Group Organiser must give us full details in writing at the time of booking (if not already confirmed in writing) and promptly update us of any changes. If we reasonably feel unable to properly accommodate the particular needs of the person concerned, we must reserve the right to decline their reservation or, if full details are not given at the time of booking, cancel when we become aware of these details.

20. ADDITIONAL NEEDS

If any member of your group has any additional needs, please request a copy of our Additional Needs Guidance Notes.

21. DATA PROTECTION

We have measures in place to protect the personal booking information held by us. The contact details supplied, including postal address, telephone and email address, will only be used to fulfil tour administration and to communicate details of NST's and our associated companies products and services. The personal information supplied about party members will only be used to allow our employees, agents, subcontractors and suppliers to provide the promised service to our normal high standards. It may also be provided to public authorities such as customs or immigration if required by them, or as required by law.

Important Notes

1. PAYMENT – TABLE A

The following deposits are payable for each paying member of the group according to the type of tour and basic tour cost:

Type of Tour	First Deposit on booking	Second Deposit 8 weeks after booking
Coach / rail / Eurostar tours within Europe (under £90)	£30	-
Coach / rail / Eurostar tours within Europe (between £91 - £139)	£30	£30
Coach / rail / Eurostar tours within Europe (between £140 - £199)	£30	£60
Coach / rail / Eurostar tours within Europe (£200 or more)	£30	£80
*Air tours within Europe	£60	£60
*Air tours to Russia and outside Europe	£80	£80

*Where a low-cost airline is chosen as part of your arrangements, a larger deposit may be required to cover the full air fare cost. Any increased amount will be specified in our offer terms. The final statement of account will be sent to you 12 weeks before departure. The balance of the cost of your arrangements must be received by us not less than 10 weeks prior to departure.

2. ITEMS INCLUDED IN THE PRICE OF YOUR TOUR

- Accommodation as described in our provisional booking letter to you (see clause 5 Accommodation).
- Meals as indicated in our provisional booking letter to you (see clause 6 Meals).
- Air or coach travel as specified including all security charges and taxes but excluding departure taxes only payable locally.
- UK air passenger duty on air tours.
- All foreign air taxes that can be prepaid.
- Transfers from arrival airport to accommodation and return.
- Excursion arrangements as outlined in our provisional booking letter to you (see clause 7 Excursions).
- Insurance cover (see clause 8 Insurance).
- Generous free supervisory places. Please refer to our brochure or offer letter.
- VAT at current rates where applicable.
- Concessions as detailed in clause 13.

3. NOT INCLUDED IN THE PRICE OF YOUR TOUR

- Meals en route, unless specifically stated.
- Entrance fees, boat trips, guides etc unless specifically stated.
- Drinks with meals, other than breakfast.
- The cost of a full passport / collective passport, as required by the country to be visited (see clause 10 Passports).
- The cost of visas and immigration taxes. See clause 11 Visas.
- Departure taxes which can only be paid locally.
- Transfers for excursions unless specifically included.
- Gratuities or gifts for guides etc unless specifically included.
- Music instrument insurance (Music tours only)
- Production of concert programmes (Music tours only)

4. GROUP SIZE

The minimum number for which we quote tour prices is indicated on the price pages for each country/region, or in our provisional booking letter to you. We can quote prices for smaller groups.

5. ACCOMMODATION

We are very proud of the accommodation we provide for our groups, having built up a detailed understanding of the requirements of school groups. We have carefully selected accommodation with these requirements in mind, through close working partnerships with hoteliers, accommodation providers and our agents. We describe in our brochures either specific accommodation which is frequently used, or the standards and category of accommodation used. Additional hotels and centres not named in the brochure but of a similar standard may also be offered. In all cases, accurate and honest NST accommodation descriptions are provided.

Adults on free places: are generally accommodated in twin bedded rooms (with the exception of some youth hostels and youth centres where multi bedded rooms may be provided, please refer to the specific accommodation room breakdown for details). Subject to availability, single rooms are provided free of charge if the male/female composition of the accompanying staff makes them absolutely necessary (with the exception of long haul destinations: USA, Canada, Iceland, Mexico, Egypt, India and China). All single room preference requests incur a supplement, which is detailed in our provisional booking offer letter.

Additional paying adults: will generally be accommodated in twin bedded rooms and pay a per night supplement (minimum £5 per night added to the basic student tour price, (with the exception of long haul destinations and some European cities - please refer to your quotation or provisional booking letter for precise details)). Subject to availability, single rooms are provided free of charge if the male/female composition of the accompanying staff makes them absolutely necessary (with the exception of long haul destinations: USA, Canada, Iceland, Mexico, Egypt, India and China). All single room preference requests incur a supplement, which is detailed in our provisional booking offer letter.

The total number of adults must not exceed 20% of the group size or additional charges may apply to the whole group.

Important note: in certain USA hotels, some students may be required to share double/king beds, this will be advised and agreed at time of booking. This is clearly stated in the accommodation description. In all youth centres and hostels the students are accommodated in single or bunk beds.

6. MEALS

The standard meal basis of tours is quoted in our provisional booking letter to you. Extra meals can be booked where required. Where full board is indicated a packed lunch is normally provided. Many establishments will charge extra for a hot lunch. Not all establishments can provide hot lunches.

7. EXCURSIONS & CONCERTS

The provision of excursions varies from tour to tour. All excursions and services organised by us on your behalf and included in the price of your arrangements will be detailed in your itinerary.

a. DESTINATION INFORMATION

Specially prepared information is available for our most popular destinations. This gives a comprehensive summary of all the visits available to groups and provides additional general information.

b. NON STANDARD VISITS

Most visits requested can be booked by NST. Should a large amount of research be required for non-standard visits, we reserve the right to levy an additional charge. You will be notified of the amount required prior to the visits being researched.

Where we agree to organise study visits on your behalf which are dependent on the goodwill of organisations or individuals, we are unable to guarantee these arrangements.

As these providers are not our suppliers and we do not have contracts with them for the supply of these services, they may choose to withdraw any offered facilities at any time and this is outside our control. In these circumstances we reserve the right to substitute alternative arrangements to those originally requested. Any such change will not be a significant change or cancellation for the purposes of clause 7 of our Booking Conditions.

c. PREPAID THEATRE VISITS

Please note that prepaid theatre tickets are non-refundable.

d. CONCERTS (MUSIC TOURS ONLY)

All concerts organised by us on your behalf and included in the price of your arrangements will be detailed in your itinerary.

Where we agree to organise and publicise concerts on your behalf we cannot guarantee concert arrangements requested for particular venues or on particular dates. This is because we are dependent on the goodwill of the individuals that agree to provide facilities for these concerts. Because these providers are not our suppliers and we do not have contracts with them for the supply of their services, they may choose to withdraw any offered facilities at any time and this is outside our control. In these circumstances we reserve the right to substitute alternative concert arrangements to those requested. For certain groups concerts may be organised outdoors and in the event of bad weather these concerts may have to be cancelled. In this event we will supply you with ideas for alternative activities or excursions.

e. EXCHANGE PROGRAMME TOURS

We have no control over the organisation or operation of any of the French schools in our, 'French Exchange with No Home Stays Programme'. We only undertake as part of our contract with you to arrange for your school to link up with the French school.

The French school may change their plans or cancel before or after your departure due to reasons that are outside our control, for example bad weather, teacher illness or other unforeseen circumstances.

If the exchange part of your programme is significantly changed or cancelled due to any reasons outside of our control you will not be entitled to change or cancel your arrangements with us without paying our normal charges. Furthermore, the options or compensation set out in our Booking Conditions will not be available to you. We will however endeavour to help you find another similar school or an event for your group to take part in or attend. If these arrangements are more expensive you will be responsible for paying the increased cost.

f. ADVICE FOR EXCURSIONS AND VISITS

As described in our brochure, we operate a Safety Management System which is consistent with industry best practice and is externally audited every year by a suitably qualified independent organisation. Whilst it is not practical to inspect all visits and excursions, we will use reasonable endeavours to evaluate the level of risk to our groups and, where appropriate, bring to the attention of our group leaders any advice that we consider is necessary to help them make informed decisions and manage their own responsibilities for the safety of their group.

Additionally, the DfE, Local Authorities and, in some cases individual schools issue guidance on all aspects of school trips and outside activities including planning, risk assessment, organisation and supervision. If you are in any doubt, you can and should always seek specific advice in advance from your employer, Local Authority or the DfE.

8. INSURANCE

INSURANCE SUMMARY (Non-UK Tours)

NST Travel Group Limited act as an appointed representative for Fogg Travel Insurance Services Limited. The following insurance cover is provided for every tour participant and is included in the tour price. Full details of cover will be sent to Group Organisers. Please note that insurance cover is put in place on the day we confirm your booking.

- Cancellation and Curtailment:** Up to £5,000
- Personal Possessions:** Up to £1,500 (single article limit up to £250, valuables up to £250, passport/delayed possessions up to £100)
- Personal Money:** Each participant up to £200, money held by leaders £500, emergency funds £500
- Emergency Medical Expenses:** Up to £5,000,000 (Nil in the UK)
- Personal Liability:** Up to £1,000,000
- Organiser's Liability:** Up to £5,000,000
- Personal Accident:** Up to £25,000 (lower limit for under 16s, no cover for 75s and over)

- Legal Advice and Expenses:** Up to £25,000
- Delayed Departure:** Up to £100
- Abandonment:** Up to £5,000
- Additional Travel Expenses:** Up to £100
- Missed Departure or Connection:** Up to £500

BASIC INSURANCE SUMMARY (UK Tours)

The insurance cover automatically included in your UK tour is as follows:

- Cancellation and Curtailment:** Up to £5,000 or in the event of curtailment, the appropriate proportion of the tour costs.
- Personal Liability:** Up to £1,000,000
- Organiser's Liability:** Up to £5,000,000
- Legal Expenses:** Up to £25,000

Please note there are excesses for some sections of cover. You can view a full copy of our insurance policy and key facts documents on our website which highlights benefits and cover provided. If you do not have access to a computer, please phone us and we will forward a copy of the documents to you prior to booking. Please note, it is important that all members of your party have details of the insurance policy prior to booking.

9. SEAT BELTS ON COACHES

All UK coaches will be fitted with seat belts. In the event of a breakdown any replacement coach from the UK will be fitted with seat belts. However, due to different legislation in countries outside the UK, this may not be possible if a non-UK coach is supplied.

10. PASSPORTS

NST recommend that groups do not use a collective passport. Collective passports (available to British nationals only) for persons under the age of 18 are not accepted by all countries or airlines. It is the Group Organiser's responsibility to check whether collective passports are acceptable.

The Group Organiser will be responsible for obtaining a collective passport. Please note that British Citizens not on the collective passport must hold a full 10 year British passport.

Identity cards are also necessary in many countries for students travelling on a collective passport.

If a student is aged 16 or over and hasn't yet got a passport, our recommendation is that you should apply for one at least 10 weeks prior to departure, longer if a visa is required. Further information can be obtained from the UK Passport Service Advceline on 0870 521 0410 or website at www.passport.gov.uk.

11. VISAS

Non-British Citizens may require visas/transit visas, for which the individual is responsible and must apply for themselves.

The cost of the visa is not included in tour prices. NST will provide the necessary advice to enable groups to obtain visas. We recommend that all visa requirements are completed at least 2 months prior to departure. Please note that we cannot accept liability if you or any member of your group is refused a visa through no fault of ours. The inability to travel due to incomplete visa requirements is not covered by insurance. Remember, visa requirements may change and you must check the up to date position in good time before departure.

12. INSPECTION/PREVIEW VISITS

In order to provide further peace of mind for your school visit, we offer 2 nights bed and breakfast accommodation for 2 people in a twin room free of charge at, or near to, your booked accommodation. This enables you to plan your visit and answer any queries on your own risk assessments. Please contact us for further details and eligibility.

13. CONCESSIONS

To ensure adequate supervision, NST offers generous free places for staff accompanying a group. Please refer to our brochure or offer letter for further details.

The following further concessions are available to groups of minimum 30 full paying persons. Persons travelling on these places do not count towards the free place allocation.

Concessions apply to the basic tour prices only and not to any additional services i.e. paid excursions, supplements, entrance fees or theatre visits.

Infants Under 2 – price on application.

Children 2–18 – 50% of basic student tour price.

Spouse – 50% of basic student tour price.

AIR TOURS: 1 child or spouse concession permitted.

COACH TOURS: 2 child concessions and 1 spouse concession permitted.

Children and infants must share a room with their parent(s).

Concessions are not available on tours to China, Egypt, Iceland, India, Mexico, Russia or USA.

14. NOISE

It should be remembered that in many cities and towns accommodation may be situated in a busy area and therefore some noise is likely. Please bear this in mind when choosing your accommodation.

15. FOREIGN OFFICE ADVICE

Occasionally, the Foreign and Commonwealth Office finds it necessary to issue advice on the suitability of travel to certain destinations. Such advice can be found on the Foreign and Commonwealth Office's website at www.fco.gov.uk/knownbeforeyougo.

16. PUBLICATION DATE

These Booking Conditions and Important Notes were published in December 2011.