



Special Travel Request Form

Do you want to visit family or friends or do some extra sightseeing before or after your tour? You can customize your EF Educational Tours experience by requesting any of the changes to your travel arrangements listed below—we'll do our best to accommodate. Please note:

Changing even a portion of your flight itinerary could mean that you won't fly with your group at all.

Remember: This form is due to EF no later than 110 days before departure. There is a \$150 fee for special travel requests. An additional \$50 fee will be assessed for all late forms, plus any additional costs from the airline. For full terms and conditions, see the back of this form.

Traveler name (one form per traveler) _____ Age on tour _____ Group Leader name _____ Account number _____

Select all requests that apply:

I want to start traveling earlier than the rest of my group
My group plans to fly into _____ departing on: ____/____/____
MM DD YY
I want to fly into _____ departing on: ____/____/____

**This change may take you off the group flight on the way home. By submitting this form, you consent to flying on a different return flight than that of your group.*

I want to keep traveling after my group returns home
My group plans to fly out of _____ departing on: ____/____/____
I want to fly out of _____ departing on: ____/____/____

**This change may take you off the group flight on the way to your destination. By submitting this form, you consent to flying on a different departure flight than that of your group.*

I want to use a different domestic airport than my group
My group plans to fly out of and arrive home to: _____
Airport name
I want to fly out of and arrive home to: _____

**We're unable to accommodate requests to fly out of one domestic airport and arrive home to another.*

Terms and conditions

If you would like to book special travel:

- Unless an entire group is making special travel arrangements along with their Group Leader, special travel arrangements cover a change in ticketing only. Travelers are responsible for making their own land arrangements, including hotels, meals, and ground transportation.
- All special travel requests must be submitted no later than 110 days prior to your requested departure date. Any requests submitted after 110 days prior to departure will be subject to a minimum \$50 late fee, and may be subject to additional fees. Please contact Customer Service at 800-665-5364 for more details.
- EF cannot guarantee that any or all flights will be the same as the group's flights, even when only part of the flight itinerary is changed due to a special travel request.
- EF cannot guarantee that we can accommodate your requested special travel itinerary. If EF is unable to accommodate your first-choice special travel request, we will ask you for a second choice.
- As special travel requests are due before your group's tour and date are confirmed, it is possible the originally scheduled tour dates or destinations may change. If this happens, we will contact you to keep, change, or remove your special travel request.
- Travelers who submit the same special travel request cannot be guaranteed the same flights.
- Due to flight contracts, EF is not able to accept specific flight requests (airline, seating, flight times, meals, etc.).
- EF is not able to accommodate any layover requests.

If you're departing earlier than your group:

- EF cannot guarantee that any or all flights, including return flights to the U.S., will be the same as the group's flights.
- You are responsible for meeting your group at the first hotel on your regular itinerary (even if you fly into a different international airport).
- If you are flying into an international airport other than that of your group, you may be subject to an additional fee.

If you're traveling after your group returns home:

- EF cannot guarantee that any or all flights, including your outbound flights from the U.S., will be the same as the group's flights.
- You are responsible for arranging your own transportation to your international airport as you prepare to return to the U.S.
- If you are flying home from an international airport other than that of your group, you may be subject to an additional fee.

If you want to fly out of/home to a different U.S. airport:

- You must fly out of and home to the same U.S. airport (i.e., you cannot depart from Boston and return to Miami).
- EF cannot guarantee that any or all of your flights will be the same as your group's flights.
- Your program price will reflect the price of your domestic gateway.
- You are responsible for booking your own transportation to and from your domestic airport.

Fees:

- Special travel requests are subject to a non-refundable \$150 processing fee.
- If requested alterations to your itinerary result in travel on a Friday, Saturday, or Sunday, you will be subject to a \$35 fee for each additional weekend departure (tours departing through September 30, 2023). *

**The weekend departure fee for tours departing on or after October 1, 2023 is \$40.*

Unaccompanied minors:

Anyone younger than 18 years old traveling apart from the group without an adult companion must contact each airline on the minor's itinerary and may need to register as an unaccompanied minor per the airlines' policies. Some airlines will not allow minors under 16 years of age to travel without an adult companion. Any resulting fees will be assessed by the airlines and are the responsibility of the traveler. Additionally, travelers younger than 18 years old are not permitted to travel land-only unless accompanied by an adult traveling on the tour

This request and listed fees are subject to change.

Participant signature and date

Signature of parent/legal guardian and date
(if participant is under 18 or a minor under any other applicable law)

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