



1375 E Woodfield Road #530
 Schaumburg, IL 60173
 (800) 323-6439 Fax (847) 619-0240
 www.hemispheretravel.com

HEMISPHERE EDUCATIONAL TRAVEL PARTICIPANT TOUR PACKET:

Dear St. Catherine's School Tour Participant:

We are thrilled that you have decided to attend a tour with Hemisphere Educational Travel. We know that many fun and exciting adventures await you. Please be assured that we are experts in the field and have been sending students on educational tours since 1970. If you have any concerns leading up to your tour, please contact your Tour Leader or your Account Executive at Hemisphere Educational Travel.

We hope you have a wonderful tour!

Jack Golen- President

DOCUMENT IN PACKET	KEEP	SIGN AND RETURN
Tour Summary/Parent Letter	X	
Sample Itinerary	X	
Group Tour Participation Agreement	X	
Tour Terms and Conditions/ Release Form		X (send with payment)
Medical Form		X (send with payment)





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Washington DC Tour Parent Letter

St. Catherine's School

October 18-23, 2017

(6 Day / 3 Night Motorcoach Tour)

Transportation Included:

- Deluxe Motorcoach equipped with air conditioning, reclining seats, lavatory and TV's / DVD
 - Group will have exclusive use of Motorcoach for duration of tour
 - Driver's Hotel Accommodations, Meals, and Gratuities are included

Lodging & Meals Included:

- 3 nights hotel accommodations at a hotel similar to the Marriott Fairview Park
(Occupancy Types: Quad= 4 people per room sharing 2 beds, Triple= 3 people per room sharing 2 beds, Double= 2 people per room with 2 beds, Single= 1 person per room)
- 10 total meals included
 - 3 breakfasts (Full Buffet Breakfast at the hotel)
 - 4 lunches (3 Meal Vouchers, 1 Boxed Lunch)
 - 3 dinners (3 Student Friendly Casual Restaurants)

Washington, DC Sites (*sites requiring appointments are based on availability):

- Memorials including Lincoln, Vietnam, Korean, FDR, World War II, Iwo Jima, MLK, Pentagon & Einstein Statue
- Illumination Tour of the Monuments and Memorials.
- Arlington National Cemetery (Wreath* for ceremony, if confirmed)
- Smithsonian Museums on the National Mall
- Capitol Building*, Library of Congress and Supreme Court
- White House*
- United States Holocaust Memorial Museum*
- National Archives
- Gettysburg Battlefield Guided Tour
- Ford's Theatre and Petersen House*
- Basilica of the National Shrine of the Immaculate Conception
- Mt. Vernon Estate
- Newseum

Other Components Included:

- Tour Director to meet and accompany group 24 hrs/day for the duration of the tour
- Night security guard at the hotel hired specifically for your group (10pm to 5am)
- Licensed Professional Step On Guide to accompany group (hours based on itinerary)
- All taxes and gratuities included
- All tour planning and coordinating.
- Comprehensive Accident/Illness Medical Coverage, Professional Tour Operator's Liability Insurance and consumer protection policies for the duration of the tour
- Access to online payment services for individual participants
- Each participant will receive a luggage tag and a lanyard containing 24 hour emergency contact information
- Each participant will receive a Hemisphere drawstring backpack
- Hemisphere has active memberships in SYTA (Student and Youth Travel Association), ABA (American Bus Association) and NTA (National Tour Association), requiring a standard for financial stability and industry ethics.

St. Catherine's High School Washington, DC Tour**SAMPLE ITINERARY****Day 1****5:00 PM Deluxe Motorcoach: St. Catherine's to DC**

Deluxe Motorcoach equipped with air conditioning, reclining seats, lavatory and TVs and DVD player. Group will have exclusive use of the Motorcoach for the duration of the tour.

Day 2**Breakfast- At Group's Expense****9:00 AM Approximate Arrival in Washington, DC****10:00 AM Smithsonian Museums on the Mall**

Visit the Smithsonian Institute Museums on the National Mall, home of over 140 million objects collected from around the world. Highlights include the Wright Brothers' biplane at the National Air and Space Museum, the Hope diamond at the Museum of Natural History and the original Star Spangled Banner at the newly renovated American History Museum.

11:30 PM Lunch- Food Coupons Included**1:30 PM Capitol Hill Tour**

The Capitol Hill Tour includes a Capitol Building Tour (pending availability), the outside of the US Capitol Building, Capitol Visitor Center, Supreme Court, and the Library of Congress. Groups can view the outside of the buildings on Capitol Hill. If time permits, they may enter the Supreme Court, where they will have access to the Great Hall that features marble busts of the Chief Justices. Groups may also have time to explore the Library of Congress, the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts in its collections.

3:00 PM Newseum

The Newseum is the world's most interactive museum, where five centuries of news history meets up-to-the-second technology in the heart of Washington, DC. The Newseum's 14 major galleries and 15 theaters will immerse you in the world's greatest news stories — the people, the places and the times.

5:30 PM Depart for the Hotel**Marriott Fairview Park- St. Catherine's School****Dinner- At Group's Expense**

Group to order pizzas at the hotel.

10:00 PM Private Overnight Hotel Security for 7 Hours

Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.

St. Catherine's High School Washington, DC Tour Continued**SAMPLE ITINERARY****Day 3****7:00 AM Breakfast- Full Buffet Breakfast at the Hotel**

Hot Buffet Breakfast may include the following: eggs, pancakes, french toast, or waffles, breakfast potatoes, breakfast meats (bacon, sausage) along with fresh fruit, breakfast breads, etc. Buffet Menus may vary depending on location.

9:00 AM Mount Vernon Estate

Visitors are invited to tour the Mansion house and more than a dozen outbuildings including the slave quarters, kitchen, stables, and greenhouse. Also make sure to visit The Donald W. Reynolds Museum and Education Center which includes 25 new theaters and galleries that tell the detailed story of George Washington's life. More than 500 original artifacts, eleven History Channel videos, and immersion theater experiences illuminate the remarkable story of the first American hero.

12:00 PM Lunch- Food Coupons Included**1:30 PM Ford's Theatre and Petersen House**

A visit to Ford's Theatre includes entry to the theatre, the recently renovated Ford's Theatre Museum, the Petersen House, the house where Lincoln died and the Center for Education and Leadership. Your visit may also include a presentation by a National Park Service ranger. Please note that Ford's Theatre is a working theatre, and as such the theatre may close last minute for performances or rehearsals.

4:00 PM FDR Memorial

Located along the famous Cherry Tree Walk on the Western edge of the Tidal Basin, this is a memorial not only to FDR, but also to the era he represents!

5:00 PM Martin Luther King Jr. National Memorial

The Martin Luther King Jr., Memorial is conceived of as an engaging landscape experience. The composition of the memorial utilizes landscape elements to powerfully convey three fundamental and recurring themes of Dr. King's life: justice, democracy and hope. The circular geometry of the memorial, juxtaposed within the triangular configuration of the site, engages the Tidal Basin and frames views to the water.

6:00 PM Dinner- Student Friendly Restaurant**7:00 PM World War II Memorial**

The World War II Memorial honors the 16 million who served in the armed forces of the U.S., the more than 400,000 who died, and all who supported the war effort from home.

8:00 PM Return to the Hotel**10:00 PM Private Overnight Hotel Security for 7 Hours**

Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.

St. Catherine's High School Washington, DC Tour Continued**SAMPLE ITINERARY****Day 4****7:00 AM Breakfast- Full Buffet Breakfast at the Hotel**

Hot Buffet Breakfast may include the following: eggs, pancakes, french toast, or waffles, breakfast potatoes, breakfast meats (bacon, sausage) along with fresh fruit, breakfast breads, etc. Buffet Menus may vary depending on location.

9:00 AM Arlington National Cemetery

Walk among the headstones that chronicle American History and honor our nation's war heroes. View or participate in a Wreath Ceremony at the Tomb of the Unknown Soldier and witness the Changing of the Guards. Make sure to also visit the Kennedy Grave Sites and the Challenger Memorial.

10:15 AM Wreath provided for Arlington National Cemetery**11:00 AM Iwo Jima Memorial**

One of the first objectives of the Battle of Iwo Jima in the attack was capturing Mount Suribachi, the highest point on the island. On February 23, a flag was raised by five Marines and a Navy corpsman. The raising was witnessed by news photographer Joe Rosenthal whose Pulitzer prize winning picture of the flag raising would become a symbol of the war in the Pacific. This event is immortalized through the Iwo Jima Memorial.

11:30 AM Pentagon Memorial

The Pentagon Memorial park consists of 184 memorial units, each of which are dedicated to an individual victim by its unique placement within the collective field. The field is organized as a timeline of the victims' ages, spanning from the youngest to the oldest. This memorial provides a place for future generations to remember and reflect on September 11, and its significance for us and our nation.

12:30 PM Lunch- Food Coupons Included**2:00 PM Holocaust Museum Permanent Exhibit**

The Museum's Permanent Exhibition presents a narrative history using more than 900 artifacts, 70 video monitors, and four theaters that include historic film footage and eyewitness testimonies of the Holocaust, the world's greatest genocide.

Pending Availability

4:00 PM Lincoln Memorial

"In this temple, as in the hearts of the people for whom he saved the Union, the memory of Abraham Lincoln is enshrined forever." Beneath these words, the 16th President of the United States—the Great Emancipator and preserver of the nation during the Civil War—sits immortalized in marble. As an enduring symbol of freedom, the Lincoln Memorial attracts anyone who seeks inspiration and hope.

Korean Memorial

Here, one finds the expression of American gratitude to those who restored freedom to South Korea. Nineteen stainless steel sculptures stand silently under the watchful eye of a sea of faces upon a granite wall—reminders of the human cost of defending freedom. These elements all bear witness to the patriotism, devotion to duty, and courage of Korean War veterans.

Vietnam Memorial

The Vietnam Wall honors members of the U.S. armed forces who fought in the Vietnam War and who died in service or are

St. Catherine's High School Washington, DC Tour Continued**SAMPLE ITINERARY**

still unaccounted for. The Memorial Wall, designed by Maya Ying Lin, is made up of two black granite walls. The memorial also includes the Three Soldiers Memorial and the Vietnam Women's Memorial.

Einstein Statue

Located in a grove of trees near the southwest corner on the grounds of the National Academy of Sciences, the Albert Einstein Memorial honors one of the greatest minds in history. Students may climb on the statue making it an ideal group photo opportunity.

6:00 PM Dinner- Student Friendly Restaurant**7:00 PM Illumination Tour of the Monuments and Memorials**

Night tour of the Monuments and Memorials, including the Jefferson Memorial and the Kennedy Center for the Performing Arts for a rooftop view of the city.

9:00 PM Return to the Hotel**10:00 PM Private Overnight Hotel Security for 7 Hours**

Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.

Day 5**7:00 AM Breakfast- Full Buffet Breakfast at the Hotel**

Hot Buffet Breakfast may include the following: eggs, pancakes, french toast, or waffles, breakfast potatoes, breakfast meats (bacon, sausage) along with fresh fruit, breakfast breads, etc. Buffet Menus may vary depending on location.

9:00 AM Basilica of the National Shrine of the Immaculate Conception

Group to attend Mass

10:30 AM National Archives

The Rotunda of the National Archives Building in downtown Washington, DC, contains the permanent exhibit of the Constitution, Bill of Rights, and the Declaration of Independence. The Public Vaults display over 1,000 fascinating records (originals or reproductions) from the National Archives holdings.

12:00 PM White House- Photo Stop Only

The White House is the official residence and principal workplace of the President of the United States. Group to stop for photos in front of the most famous house in America. Make sure to look for secret service men on the roof!

12:30 PM Lunch- Boxed Lunch

Group to eat near Washington Monument

1:30 PM Depart for Gettysburg, PA**3:30 PM Approximate Arrival in Gettysburg, PA****4:00 PM Gettysburg Battlefield 2 Hour Guided Tour**

As soon as the guns fell silent, the Gettysburg Battlefield began drawing visitors. Today, close to 1,400 monuments and



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St. Catherine's High School Washington, DC Tour Continued

SAMPLE ITINERARY

markers dot the Battlefield's landscape. By touring this hallowed ground and learning the significance of each area, generations have gained new insight into the Civil War and our country as a whole. Sit back and relax as you hear about the largest battle ever fought on the continent. Stops will be made at key battlefield locations such as the Eternal Peace Light Memorial and Little Round Top.

6:30 PM Dinner- Student Friendly Restaurant

7:30 PM Motorcoach Departs for School

Day 6

10:00 AM Approximate Arrival at School



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GROUP TOUR PARTICIPATION AGREEMENT

The undersigned Participant agrees to participate in the following tour subject to the following "Tour Terms and Conditions/ Release Form" on page 3 & 4, and subject to the Tour Contract executed with the Tour Leader:

WEB CODE / ACCOUNT #: 17TA9732

GROUP NAME: St. Catherine's High School Washington, DC Tour
 TOUR DATE(S): Wednesday, October 18, 2017 until Monday, October 23, 2017, 6 Days and 3 Nights
 TOUR Leader: Theresa Konkel Dixon

PER PERSON PRICING* (Quad = 4 Students Sharing 2 Beds, Triple = 3 Students Sharing 2 Beds, etc)

40-49 Paid Participants Per Coach: Quad: \$785.00 Triple: \$815.00 Double: \$865.00 Single: \$1,015.00
35-39 Paid Participants Per Coach: Quad: \$845.00 Triple: \$875.00 Double: \$925.00 Single: \$1,075.00
30-34 Paid Participants Per Coach: Quad: \$939.00 Triple: \$965.00 Double: \$1,015.00 Single: \$1,175.00
Adult Participants Add the Following to Above Tour Costs: Quad: \$10.00 Triple: \$10.00 Double: \$10.00 Single:\$10.00

- *Registration is on a first come first served basis. A wait list will be formed if you tour reaches the maximum capacity listed above.
- *Prices are based on current taxes and fuel prices. In the event of a tax increase or fuel surcharge, participant will be responsible for the increase in cost.
- *Cost per participant is based upon the number of paid participants listed above at the final payment deadline date. If the minimum is not met, the price per person will increase on a pro-rata basis as provided in the Tour Contract executed with the Tour Leader.
- *Adults are responsible for single occupancy if they do not have a roommate.

PAYMENT SCHEDULE (payment and forms must be received to be registered):

DEPOSIT #1 DUE: 2/16/2017 AMOUNT: \$200.00 PER PERSON
DEPOSIT #2 DUE: 5/11/2017 AMOUNT: \$300.00 PER PERSON
FINAL PAYMENT: 8/17/2017 AMOUNT: BALANCE DUE. Please refer to Statement for payment amount.

- TO REGISTER ONLINE AND PAY BY CREDIT CARD - VISIT www.hemispheretravel.com;
1. Click on the 'Online Payments and Tour Center' button on the right side of our home page.
 2. Click on 'Click here if you have a Hemisphere Web Code'.
 3. First time users click on the 'First time users click here' link OR enter your login information if you have previously set up an online account.
 4. Enter your Web Code - YOUR HEMISPHERE WEB CODE IS 17TA9732. Proceed to enter in the requested information.
 5. Once information is completed, you will receive a confirmation email.
 6. As a reminder, your registration is not complete until the Permission for Medical Treatment form is completed.
 7. You may log into your account by using your email and password to make future payments.

IF PAYING BY CHECK: All checks/money orders must indicate the participant's name, school name and Your Tour Web Code, 17TA9732 on the lower left portion. Please make checks or money orders payable to "HEMISPHERE" and SEND TO: 1375 E. Woodfield Road, Suite 530, Schaumburg, IL 60173. Hemisphere processes all checks immediately. No post-dated checks accepted. The Tour Terms and Conditions Form and Medical Form must be mailed in with your payment.



GROUP TOUR PARTICIPATION AGREEMENT (CON'T)

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HEMISPHERE OFFERS OPTIONAL TRAVEL PROTECTION INSURANCE:

You are eligible to purchase the **Student Deluxe Plan with Cancel For Any Reason** policy at an additional cost.

Refer to www.hemispheretravel.com to view the complete description of benefits for the insurance policy. Your policy may include the following benefits;

- **Cancel for Any Reason benefit** = 75% of Non-Refundable Trip Cost, cancellation must be 48 or more hours prior to scheduled departure. Cancel For Any Reason benefit is Not available for New York residents.
- Trip cancellation = Trip Cost (Maximum limit of \$5,000, and no benefit for \$0 trip cost)
- Trip interruption = 150% of Trip Cost (Maximum limit of \$5,000, and \$500 return air only for \$0 trip cost.)
- Trip delay- 6 hours = \$750 (\$150/day)
- Missed Connection = \$500 (3 or more hours)
- Baggage/Personal effects = \$1,500 (\$250 per article)
- Emergency Evacuation & Repatriation = \$100,000
- Accident & Sickness Medical Expense = \$25,000
- Baggage Delay- 24 hours = \$300
- 24-Hr Worldwide Emergency Assistance Services = Included

Hemisphere strongly recommends this product as we are not responsible for the following scenarios resulting in tour cancellation or additional costs (hotel, meals or other expenses) beyond the cost of what is included in your tour package;

- **Flu pandemics, illnesses or medical conditions, Weather delays, Flight cancellations or delays, Participant qualifies for extracurricular activities (athletic competitions, state tournaments, band, scholastic events, etc), School related scenarios (suspensions, bad grades, etc), or any other scenarios beyond the control of Hemisphere Educational Travel**

The price of the nonrefundable insurance plan is as follows and must be received within 14 days of initial trip deposit. The cost of the nonrefundable insurance premium is based upon the nonrefundable total tour cost which includes hotel/adult supplements. If the tour cost increases, you will be responsible for the additional insurance premium.

40-49 Paid Participants Per Coach: Quad: \$37.50 Triple: \$45.00 Double: \$45.00 Single: \$61.50

35-39 Paid Participants Per Coach: Quad: \$45.00 Triple: \$45.00 Double: \$45.00 Single: \$61.50

30-34 Paid Participants Per Coach: Quad: \$45.00 Triple: \$45.00 Double: \$61.50 Single: \$61.50

Insurance Plan's General Limitations and Exclusions: Insurance benefits are not payable for the following: resulting from suicide, attempted suicide or any intentionally self-inflicted injury while sane or insane (states may vary); due to a mental or nervous condition, unless hospitalized; resulting from an act of declared or undeclared war; while participating in maneuvers or training exercises of an armed service; while riding, driving or participating in races, or speed or endurance contests; while mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); while participating as a member of a team in an organized sporting competition; while participating in skydiving, hang gliding, bungee cord jumping, scuba diving or deep sea diving; while piloting or learning to pilot or acting as a member of the crew of any aircraft; received as a result or consequence of being Intoxicated, as specifically defined in the Certificate, or under the influence of any controlled substance unless administered on the advice of a Legally Qualified Physician; to which a contributory cause was the commission of or attempt to commit a felony or being engaged in an illegal occupation; due to normal childbirth, normal pregnancy through the first 9 months of pregnancy or voluntarily induced abortion; for dental treatment (except as coverage is otherwise specifically provided herein); which exceed the Maximum Benefit Amount for each attached coverage as shown in the Schedule of Coverage and Services: or; due to a Preexisting Condition, as defined in the Certificate. The Preexisting Condition Limitation does not apply to: (a) Emergency Medical Evacuation, Medical Repatriation and Return of Remains coverage; or (b) to coverage purchased prior to Your final Trip payment.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

This product is insured by Travel Insured International Inc.

If you need to file a claim or have any questions about this coverage, please contact

Travel Insured at 1-800-243-3174 ext. 2 - REFER TO GROUP # 60432

WHETHER YOU ACCEPT OR DECLINE THIS COVERAGE, HEMISPHERE'S CANCELLATION POLICIES WILL APPLY AS OUTLINED ON THE TOUR TERMS AND CONDITIONS FORM, PARAGRAPH 5.

TOUR TERMS AND CONDITIONS / RELEASE FORM – MULTI-DAY TOURS

This form must be approved during your online registration or returned to Hemisphere by Feb 16, 2017

1. **NO RESPONSIBILITY FOR LOSSES OR DELAYS.** Hemisphere Travel, Inc. d/b/a Hemisphere Educational Travel ("Hemisphere") acts only in the capacity as agent for the Participant. Hemisphere does not own or operate any ships, airplanes, busses, trains, autos and shall not be liable for any delay, loss or accident occasioned by fault or negligence of any carrier or other person or company obligated to perform transportation services, furnish accommodations, or otherwise in connection with the Tour. Specifically, but not by way or limitation, Hemisphere shall not be responsible for any loss, expense or inconvenience caused by late arrivals and departures or ships, airplanes, busses, trains, autos, or any change of schedule, acts or inaction of carriers, hotels other third parties or other events or occurrences beyond the reasonable control of Hemisphere. Hemisphere shall also not be liable for loss or damage to baggage or any other article of personal property of Participant. The airline tickets issued by the airline shall constitute the sole contract between the airline and the Participant in the Tour relating to transportation. Hemisphere and the transportation company shall have no liability to Participants who are late for departure or who otherwise miss scheduled departures. In most cases, airline tickets are non-refundable, and Hemisphere shall not be held liable if a group or individual loses their tickets. In the event the Tour Group of which Participant is a member shall breach the Tour Contract, all payments made by Participant shall be retained by Hemisphere to be applied to damages incurred by Hemisphere; provided further; that such retention of payment shall not prevent Hemisphere from seeking recovery of additional damages from the Tour Group caused to it by reason of any such breach.
2. **RATE CHANGES, CHANGES TO ITINERARY.** Rates quoted are based on current taxes, tariffs and fuel costs in effect at the present time & are subject to change without notice. In the event of a tax increase or fuel surcharge, participant agrees to pay the additional cost. If participant chooses to cancel due to the increase in cost, all cancellation penalties will apply as listed below in #5. Although no revisions to the itinerary are anticipated, Hemisphere reserves the right to make any changes, with or without notice, that may become necessary, and Participant agrees to pay any additional expenses or costs attributable to such changes in the Itinerary.
3. **RULES APPLICABLE TO TOUR PARTICIPANTS.** Tour leaders, chaperones or school administration have the right to remove a tour participant anytime prior to the tour if the tour participant does not meet school's or group's eligibility or code of conduct requirements and all cancellation penalties will apply. Authorization is hereby given to the tour leaders/chaperones to act on behalf of any participant who shall require hospital, surgical or medical treatment in any situation deemed an emergency by such chaperone. Tour leaders/chaperones are hereby authorized to give non-prescription pain killing remedies to Participants upon request if, in the tour leaders'/chaperones' opinion, such is deemed reasonably necessary. Any medications or medicines a Participant will be taking on Tour, must be submitted to the tour leaders/chaperones prior to commencement of the Tour. The tour leaders/chaperones are to be notified by the Participant of any known allergies to medication. Participant agrees to fully and completely comply with all rules and regulations of various governmental and commercial agencies and that any violation of such rules and regulations, as well as any behavior deemed by the tour leaders/chaperones to be detrimental to the Tour Group, will, at the sole discretion of the tour leaders/chaperones, subject the Participant to Immediate suspension and/or dismissal from the Tour. No refunds shall be made in any such event and the Participant, or the parent/guardian of the Participant, will be financially responsible for any costs (including transportation costs) to return the participant and a chaperone home. If the Tour Leader permits the use of iPod's or MP3 players on the Tour, they shall be used with headphones only. Use of drugs, alcohol, possession of explosives, firearms, or any other articles of an illegal nature shall subject the Participant to immediate dismissal from the Group. The Participant is to notify the tour leaders/chaperones of any specific items of food or beverages brought on the Tour to determine whether such items are acceptable. Participant agrees to be responsible for all damages caused by the Participant to the applicable hotel, any hotel room, any motor coach, or any other property. Hemisphere is not responsible or liable for any items lost or stolen while on the tour. The signature below indicates that the participant is permitted to go swimming only with School board approval (if applicable) and only in the presence of their assigned tour leaders or chaperones. Hemisphere, the School, or the tour leaders/chaperones, shall not be liable for any injury/death as a result of swimming (at hotel pool or other water activity on the tour).
4. **DEPOSITS AND PAYMENTS**
 - A. The 1st deposit requested by Hemisphere, must be received by Hemisphere according to the date indicated on the Payment Schedule.
 - B. All deposits shall be sent to Hemisphere (unless otherwise indicated in your tour paperwork.)
 - C. Fund Raising monies will be accepted by Hemisphere prior to the "Final Deposit Due" Date. The Tour Leader will provide a check with the total Fund raising amount and a list of the students' names indicating how much to credit each. An updated "cash received" report to reflect these credits will be sent to the Tour Leader. It is the Tour Leader's responsibility to inform all participants the fundraising amounts they have earned. If participant cancels from tour, all fundraising amounts earned by that participant will be returned to the issuer of the fundraising check less any applicable penalties.
 - D. All Tours must be paid in full by the deadline date listed on the Tour Leader Contract/Group Tour Participation Agreement. A payment made after the final payment deadline date must be in the form of a credit card, money order, cashier's check or cash. No personal checks will be accepted after the final payment deadline date.
 - E. Transfer of money from Participant to Participant in any circumstance is not permitted.
 - F. Deposit dates Indicated on Payment Schedule must be adhered to. **NO EXCEPTIONS.**
 - G. If the final deposit is not made by the due date, the Participant will be canceled from the Tour and all charges below will apply.
 - H. NSF checks and Credit Card Chargebacks will be charged \$35.00 and replacement must be by Cashier's Check or Money Order.
5. **REFUND POLICY, NON-REFUNDABLE PAYMENTS, & CHARGES.** Participant agrees to the following refund policy and non-refundable payments.

Tour Group Cancellation- all cancellations must be submitted to Hemisphere in writing before any refund will be considered. All refund checks will be issued and mailed to the issuer(s) within thirty (30) days after the scheduled Tour Date. Cancellations received after business hours will be posted on the next business day.

 - A. If Tour Group cancels due to lack of participation, the group has until 2 weeks after the first scheduled deposit date to cancel without penalty. Lack of participation is defined as a number of paid participants that is less than the lowest tiered pricing indicated on the Group Tour Participation Agreement.
 - B. If Tour Group cancels the Tour at least seventy-one (71) days prior to the Tour Date, due to lack of participation or unforeseen circumstances, Hemisphere will refund an amount equal to the deposits made, less all non-refundable deposits and expenses made on behalf of the group, and less a fifty dollar (\$50.00) per person administrative service charge, as provided in the Tour Contract governing the Tour.
 - C. If Tour Group cancels the Tour seventy (70) days to forty-six (46) days prior to the Tour Date, Tour Group shall be assessed a cancellation charge of 25% of the tour cost plus any non-refundable deposits and expenses made on behalf of the group, as provided pursuant to the Tour Contract governing the Tour.
 - D. If a Tour Group cancels the Tour forty-five (45) days or less prior to the scheduled Tour Date, the Tour Group shall be responsible for 100% of the tour cost as provided pursuant to the Tour Contract governing the Tour.

Emergency Cancellation by Hemisphere. Hemisphere may cancel a Tour by reason of any event or occurrence which it deems to create a concern for travel safety, or if any major component of a Tour (i.e., transportation or accommodations) shall be canceled as a result of any such event. In such event, Hemisphere's sole liability to Participant shall be to refund to Participant such amount as Hemisphere receives as a refund from its vendors applicable to Participant's participation in the Tour, less such administrative fee as it deems necessary to cover Hemisphere's costs to the date of such cancellation in connection with such Tour.

Participant Cancellation- Cancellations must be submitted to Hemisphere in writing before any refund will be considered. All refund checks will be mailed to the issuer within thirty (30) days after the scheduled Tour Date. If payments came from multiple issuers, refund will be issued in the participant's name. If a participant is cancelled from the tour by the group's tour leader for any reason, all cancellation charges will still apply. Cancellations received after business hours will be posted on the next business day.

 - E. If a Participant shall cancel his or her reservation at least seventy-one (71) days prior to the Tour Date, the Participant shall be entitled to a refund of the deposits made, less a fifty (\$50.00) dollar administrative service charge and less any non-refundable deposits and expenses paid on the Participants behalf as provided pursuant to the Tour Contract governing the Tour.
 - F. If the Participant shall cancel his or her reservation seventy (70) days to forty-six (46) days prior to the Tour Date, the Participant shall be assessed a cancellation charge of 25% of the tour cost plus any non-refundable deposits and expenses made on the participants behalf as provided pursuant to the Tour Contract governing the Tour.
 - G. If a Participant shall cancel his or her reservation forty-five (45) days or less prior to the scheduled Tour Date, the Participant shall be responsible for 100% of the tour cost as provided pursuant to the Tour Contract governing the Tour.
 - H. All cancellations must be submitted to Hemisphere in writing before any refund will be considered.

Tour Participant Replacement Policy (must be approved by Hemisphere Travel and Tour Leader). If a tour participant cancels with a same day replacement less than 45 days prior to the scheduled tour date, the canceling participant shall be entitled to a refund of the deposits made, less a \$100 administrative service charge plus applicable airline ticket name change fees and any additional hotel room charges if an extra hotel room is needed due to the replacement. The refund for the cancelled tour participant will not be issued until the new tour participant is paid in full. The replacement participant will not be charged a \$50 late add fee.
6. **TOUR COSTS- TOUR PRICING IS LOCKED AT FINAL PAYMENT DATE** specified on Tour Leader Contract or Group Participation Agreement (with the exception of any fuel surcharges). Any late cancellations or additions will not affect the final established price at the final payment date. Any new tour participants that sign up for the tour after the final payment deadline date will be charged an additional \$50 fee, plus any additional airfare cost if applicable. The cost of the Tour is based on a certain minimum number of Participants per sightseeing coach, based on the preferred occupancy selected, and is subject to change if less than the stated numbers of Participants agree to participate. In such event, Participant agrees to pay any applicable additional charge as Hemisphere reasonably determines, or in the alternative, Participant may cancel its participation in the Tour and may receive a refund of the deposit, less any applicable charges as above provided. The costs stated herein are for student Participants only. Costs for adult Participants will be greater and will be quoted on request. For Air tours, once the airline reduction date has passed, a new participant will be responsible for any additional airfare to obtain an additional seat, if available.

Authorized FREE tour leaders/chaperones cannot be divided between more than one participant and cannot be redeemable for cash or the reduction in other tour participant's tour costs. The tour leader is considered the First Authorized FREE chaperone. It is the Tour Leader's Responsibility to provide the Chaperone needs indicated on the Tour Leader Contract (Or a minimum of 1 adult for every 15 students).

7. **INSURANCE COVERAGE.** Hemisphere agrees to provide the following insurance coverage for the duration of the Tour: American Income Life Insurance Company-Illness and Accident Policy, covers all Tour Participants for the duration of the Tour for \$5,000.00 for loss of life, \$1,000.00 for illness, \$500.00 Dental caused by accidents, and \$5,000.00 for Medical Expense caused by accidents. Tour cancellation insurance is available to Participant for an optional additional charge. It is important to note that if a medical emergency prevents the student and chaperone to travel back with the group, it will be up to the parents to pay any additional transportation expense for the student and chaperone to return home. By signing this release, I give permission for my child to travel home with the chaperone (without the group). The insurance included as part of the tour package only covers medical expenses and transportation expenses only for an ambulance to the hospital; It does not cover any other form of transportation or lodging expense related to an accident. The Optional Tour Cancellation Insurance offered may cover part of this travel expense.
8. **PROMOTIONAL MATERIAL RELEASE.** The undersigned hereby irrevocably consents to the unrestricted use by Hemisphere, its successors and assigns, of any and all photographs or video footage of Participant taken on the tour for all advertising purposes, promotional purposes, or purposes of trade in any and all mediums, and the undersigned waives any right to compensation therefore and any right to inspect or approve such pictures, video footage, advertising, material or promotional material used in connection therewith.
9. **Acceptance, release and indemnification.** in consideration of Hemisphere's acceptance of the below-named participant for participation in the tour, the undersigned hereby agrees to the foregoing tour terms and conditions and waives and releases on behalf of himself or herself and his or her heirs and successors, and agrees to indemnify, Hemisphere Travel, inc., the tour sponsor and the tour leader participating in the tour, their successors and assigns and their shareholders, directors, officers, employees and agents, as applicable, from, any and all manners of action, suit, debts, damages, claims and demands whatsoever, in law, in admiralty or in equity, which said participants may have or may hereafter acquire by reason of death or injury as a participant of said tour, loss or damage to property, or otherwise arising out of or in connection with participation in said tour, including, but not limited to, any and all damages claimed for delays and other causes beyond hemisphere's reasonable control. Specifically, but not by way of limitation, neither Hemisphere, the tour sponsor, or any tour leader shall be liable for any death or injury resulting from any participant who goes swimming (at hotel pool or other water activity on the tour) while on the tour. In addition, Hemisphere assumes no responsibility and shall not be liable for any videos shown on any motor coach which have not been supplied by Hemisphere. The deposit of the participant's initial payment by Hemisphere shall constitute acceptance of the above named participant for participation in the tour.
10. This Agreement shall be governed by the laws of the State of Illinois. The parties agree that any claims or other actions arising out of this Agreement may be litigated in the federal or state courts in Cook County, Illinois, and each party hereby submits to the jurisdiction of such courts. Any claims asserted against Hemisphere shall be litigated exclusively in such courts.

**This form must be approved during your online registration or returned to Hemisphere by Feb 16, 2017
St. Catherine's High School Washington, DC Tour (ACCOUNT# 17TA9732)**

PRINT PARTICIPANT'S First Name _____ Middle Name(Required)_____ Last Name _____
Provide name as it appears on your driver's license or passport (if minor, provide legal name)

TOUR PARTICIPANT'S DATE OF BIRTH (REQUIRED): ___/___/___ TOUR PARTICIPANT'S GENDER: MALE OR FEMALE (CIRCLE ONE)

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell / Secondary Phone: _____

Emergency Contact _____ Phone # _____

E-MAIL address (Used for payment reminders & tour updates only) _____

IF PARTICIPANT IS UNDER 18 YEARS OF AGE – PRINT PARENT OR GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE or ADULT PARTICIPANT SIGNATURE _____

By signing above you agree to all terms and conditions of the two page document entitled 'Tour Terms and Conditions / Release Form-Multi Day Tours'

EACH PARTICIPANT MUST FILL OUT THIS SECTION AND MAKE 1ST DEPOSIT TO BE REGISTERED

1. SELECT YOUR ROOM PREFERENCE (subject to change based on final room assignments made by your tour leader):
___ QUAD (4 People Sharing 2 Beds) ___ TRIPLE (3 People Sharing 2 Beds) ___ DOUBLE (2 People with 2 beds) ___ SINGLE (1 Person 1 bed)

2. YOUR FIRST DEPOSIT OF \$200.00 IS DUE BY Feb 16, 2017 (payment must be made with this form to be registered)

3. ARE YOU PURCHASING THE NON-REFUNDABLE OPTIONAL "CANCEL FOR ANY REASON" TRAVEL PROTECTION INSURANCE? Please visit www.hemispheretravel.com to view your policy. The insurance premium cost is listed below and must correspond to the package you are purchasing. Amount is subject to change if overall tour cost exceeds original estimation.

40-49 Paid Participants Per Coach: Quad: \$37.50 Triple: \$45.00 Double: \$45.00 Single: \$61.50

35-39 Paid Participants Per Coach: Quad: \$45.00 Triple: \$45.00 Double: \$45.00 Single: \$61.50

30-34 Paid Participants Per Coach: Quad: \$45.00 Triple: \$45.00 Double: \$61.50 Single: \$61.50

___ YES Premium must be purchased with initial deposit.

___ NO No additional cost

4. ADD NUMBERS 2 & 3 FOR YOUR FIRST PAYMENT AMOUNT: TOTAL OF FIRST DEPOSIT \$ _____

PERMISSION FOR MEDICAL TREATMENT

Sign and return to Hemisphere by Feb 16, 2017, via email (jennifer@hemispheretravel.com), fax or mail

SCHOOL / GROUP NAME: St. Catherine's High School

DESTINATION and DATES: Washington, DC Wednesday, October 18, 2017 until Monday, October 23, 2017, 6 Days and 3 Nights

PARTICIPANT'S FULL LEGAL NAME: _____

DATE OF BIRTH: ___/___/___

HOME PHONE NUMBER: _____ CELL/SECONDARY PHONE: _____

EMERGENCY CONTACT OTHER THAN PARENT/GUARDIAN _____ PHONE# _____

PHYSICIAN'S NAME: _____ PHYSICIAN'S PHONE: _____

LIST FULLY ANY **MEDICAL CONDITIONS AND/OR PHYSICAL LIMITATIONS** PARTICIPANT MAY HAVE:

Since the group's tour leader will not receive these forms until just prior to the tour departure, please also personally inform the group's tour leader of such conditions and/or limitations, as it may require special arrangements which may alter tour components (i.e. wheelchair accessible motorcoach, food allergies, etc...)

(Please note that this trip involves considerable walking at times) _____

LIST ANY **ALLERGIES** PARTICIPANT HAS, IF NONE, PLEASE INDICATE SO : _____

LIST ANY **MEDICATIONS** PARTICIPANT MUST TAKE, INCLUDING TIME SCHEDULE: _____

(We recommend placing students' medications in a plastic bag, marked with name and given to the tour leader)

The accident insurance included as part of the tour package covers medical expenses and transportation expenses only for an ambulance to the hospital. IF MEDICAL TREATMENT SHOULD BE REQUIRED FOR A NON-TOUR RELATED INCIDENT, I AUTHORIZE THE USE OF OUR FAMILY MEDICAL INSURANCE POLICY. (A copy of the insurance card is not necessary)

INSURANCE COMPANY NAME: _____ PHONE #: _____

POLICY HOLDER NAME: _____ POLICY #: _____

It is understood and agreed that the tour sponsors and chaperones will exercise reasonable care with respect to the health and physical well-being of each participant. This permission also authorizes chaperones to observe students who must take any such medications as Tylenol, Anti-diarrhea medication or medications designed for relief of minor problems as they become necessary. I have read the foregoing and agree to the stipulations there in: I hereby authorize any medical treatment necessary & the transfer of the student or participant to any reasonably accessible hospital, pursuant to the foregoing conditions:

Parent/Guardian or Adult Participant Signature _____

Should a medical emergency prevent the tour participant (and a chaperone if the participant is under 18 years old) from traveling back with the group, I hereby give my permission for the tour participant to travel with that designated chaperone (without the group) once the participant has been released from the place where medical attention was given. For minors; the mode of return travel for a student will be determined by the both the Chaperone in charge and the Parent/Guardian of the participant. I also understand that I will be responsible for the travel expense for both the tour participant and the Chaperone (if the participant is under 18 years old) to return home. If you purchase Optional Travel Protection Insurance, part of this expense may be covered. If the Optional Travel Protection Insurance was not offered to your group, please contact Hemisphere to see what insurance coverage would be available for the type of tour you are taking.

Parent/Guardian or Adult Participant Signature _____

SWIMMING AND OTHER PHYSICAL ACTIVITIES: AS A PARENT/GUARDIAN OR TOUR PARTICIPANT, I ACKNOWLEDGE THAT IN CONNECTION WITH SWIMMING AND OTHER PHYSICAL ACTIVITY I HAVE FULLY ADVISED THE TOUR LEADER OF ALL LIMITATIONS THAT MY CHILD OR MYSELF MAY HAVE IN PARTICIPATING IN THE TOUR ACTIVITIES. I UNDERSTAND THAT SWIMMING, WITH OR WITHOUT A LIFEGUARD PRESENT, ARE AT ONE'S OWN RISK. I HEREBY RELEASE HEMISPHERE EDUCATIONAL TRAVEL, THE GROUP, THE TOUR LEADERS AND CHAPERONES FROM ANY RESPONSIBILITY FOR PERSONAL INJURY OR OTHER LOSS WHICH MIGHT OCCUR WHILE ENGAGING IN SWIMMING OR OTHER TOUR ACTIVITY UNLESS SUCH INJURY OR LOSS IS CAUSED BY THE GROSS NEGLIGENCE OF HEMISPHERE EDUCATIONAL TRAVEL OR THE CHAPERONES. **PLEASE CHECK WITH YOUR TOUR LEADER TO SEE IF SWIMMING IS PART OF YOUR GROUP'S ITINERARY.**

I HEREBY AGREE TO ALL OF THE TERMS ASSOCIATED WITH THIS RELEASE FORM.

Parent/Guardian OR Adult Participant Name (please print) _____

Parent/Guardian OR Adult Participant Signature _____ DATE _____

EVERY TOUR PARTICIPANT (STUDENTS AND ADULTS) MUST SIGN AND RETURN A SEPARATE FORM TO HEMISPHERE. THE TOUR LEADER WILL HAVE THIS FORM IN THEIR POSSESSION WHILE ON TOUR FOR EMERGENCY PURPOSES.