

# How to book

- Choose your resort – can we help?
- Contact your Travel Advisor or Head Office to obtain your personalised quote.
- Place your 'no obligation' option by telephoning 01444 443773 giving departure date, resort, number of days, probable group size, lesson requirements and any special requests.
- Your option will be held for at least 3 weeks while you form your group, and relevant booking forms and information will be sent to you. Should you need an extended option period, please discuss an alternative date with us. If you have need of a longer option period we will normally be able to hold your option against an agreed holding deposit.
- Three weeks later send first deposits and completed booking form. Amounts due: £60 per paying passenger for USA; £100 per paying passenger for Europe by air; £40 per paying passenger for Europe by coach; £100 per paying passenger for adult groups.
- Six weeks later send second deposits and insurance premium. Amounts due: £70 per paying passenger for USA plus the insurance premium for students; £100 per paying passenger for Europe by air; £85 per paying passenger for Europe by coach, plus the insurance premium for students.
- Six weeks later send third deposits. Amounts due: £80 per paying passenger for USA.
- 14 weeks prior to departure. We must have your final names list in order to prepare and invoice your final balance, together with copies of the personal information page of the passport for each member of your party. (Except in the case of travelling with a low cost airline where passport details are required before this point. See page 60).
- After receiving the final names list, name changes are on request only and are subject to airline booking conditions.
- 10 weeks prior to departure. Pay your final balance.

In order to assist our party leaders we have designed a one sheet schedule to be sent out upon confirmation which will state all the important dates surrounding the administration of your ski tour to act as an 'aide memoire' alleviating the necessity of looking through paperwork every time a payment or form is due.

## Protection of Free Places

In the event of any cancellation by party members, we will re-cost your tour in order to protect your free places.

## Minimum numbers

For most of our resorts a minimum number of 20 full paying members is required. However, we may be able to accept smaller parties – please call for further details.

## Party Leader Child Concessions (student groups only)

**USA** – With group of twenty five full paying members one child may travel at £180 reduction, with forty full paying members a second child may travel at £180 reduction, with sixty full paying members a third child may travel at £180 reduction.

**Europe** – Up to two children travel at 50% of the student rate (minimum group size forty full paying passengers).

## Party Leader Spouse Concessions

Prices are available upon request please contact Head Office at quote stage for further details.

**Please note:** All concessions are only available when children share rooms with parents or other party members and are only available to the family of the official Party Leader who signed the Booking Form. These concessions can only be offered to children aged 2-16.

## Added incentive - Save £5 per student!

As an added incentive to both school and parents, a £5 per paying person discount is available to all schools which pay the correct deposits and balances on the correct dates. Once your initial deposit is made, you will be issued with a schedule with amounts and due dates, and a letter to your Bursar or Finance Department which explains the scheme which will hopefully assist you. For further details, please do not hesitate to contact us on 01444 443773.

