

## MEMO OF UNDERSTANDING / SALES AGREEMENT

UPENN – Lauder Institute

*A SOCIETY AND AN ECONOMY IN TRANSITION*

*MINI IMMERSION IN CUBA*

**March 5-12, 2016**

*Please read carefully our company policies listed below. It is your responsibility to inquire about and fully understand change and cancellation policies regarding your travel arrangements.*

### **INCLUDED**

- 7 night hotel accommodations in Cuba
- Roundtrip Airfare Miami – Havana – Miami
- Daily breakfast
- Lunches and dinners as listed on the itinerary
- All local ground transportation
- Speaker fees
- Admission to all museums and public buildings listed in itinerary
- Coordination of all listed activities
- Pre-trip departure information
- Cuban Insurance (health and evacuation)
- Cuban Visa
- Compliance with U.S. Treasury Department regulations
- Travel on the Cuba Educational Travel license
- Cuban Airport Departure tax (25 CUC)

### **NOT INCLUDED**

- Airline baggage fees
- Airfare to/from Miami
- Individual house/hotel expenses (mini bar, room service, laundry fees, etc.)
- Tips to Local guide/driver
- Meals other than listed on itinerary

### **TERMS AND CONDITIONS**

#### **CANCELLATION and REPLACEMENT POLICIES:**

- The sale is final.
- Cancellations made 60 days prior to the trip eligible for a full refund.
- Cancellations made between 46-59 days prior to the trip are eligible for a 50% refund.
- Cancellations made within 45 days of trip departure are not eligible for a refund.
- In some instances, time permitting, a different traveler can take the place of a scheduled participant for a processing fee of \$350.

**UNUSED SERVICES & REFUNDS:**

No refund or adjustment can be made for any portion of the services not used such as voluntary non-usage of hotel accommodations, scheduled meals or any planned activity described in your itinerary.

**PASSPORT AND VISA:**

All travelers are required to carry a valid passport and a Cuban visa. The visa will be completed by a Cuba Educational Travel representative and given to participants at check-in in Miami OR sent to the trip leader beforehand.

**IMPORTANT:** Those without a valid passport will not be allowed to enter. Passport must be valid for a minimum of 6 months after departure date. Passports must be U.S. issued. Foreign passports allowed only in conjunction with a valid U.S. Resident Alien card (Green Card). Cuba Educational Travel is not responsible for lost or stolen passports in Cuba.

**RESPONSIBILITY STATEMENT**

Cuba Educational Travel serves only to assist in making necessary travel arrangements for its participating members, and in no way represents, or acts as agent for, transportation carriers, hotels, and other suppliers of services connected with this tour. Therefore, is not liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any vehicle or the negligence or default of any company or person engaged in performing any of the services involved. Additionally, responsibility is not accepted for losses or expenses due to sickness, weather, strike, hostilities, wars, natural disasters or other such causes. All services and accommodations are subject to the law of the country in which they are provided. Cuba Educational Travel does not accept liability for any airline cancellation or delay incurred by the purchase of an airline ticket. Baggage and personal effects are the sole responsibility of the owners at all times. Cuba Educational Travel reserves the right to make changes in the published itineraries whenever, in its sole judgment, conditions so warrant, or if they deem it necessary for the comfort, convenience or safety of the tour participants.

Cuba Educational Travel also reserves the right to decline to accept any person as a participant in the tours, or to require any participant to withdraw from the tour at any time, when such an action is determined by the appropriate Cuba Educational Travel staff representative to be in the best interests of the health, safety, and general welfare of the tour group, or of the individual participant.

The undersigned has read carefully the schedule of activities for this tour. The undersigned recognizes that there is a moderate level of physical activity involved in the tour and the tour may require participants to walk long distances and climb stairs. The undersigned accepts any risks thereof and the conditions set forth therein. The undersigned agrees to release and hold harmless Cuba Educational Travel and any of their officers or representatives from any and all liability for delays, injuries or death, or for the loss of or damage to, his/her property however occurring during any portion of the program.

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Client Name Allegra Richards

CET Representative Adam Linderman

Date 12/19/2015

Date 12/19/2015

Client Signature 

CET Signature 

Trip Date Nov 8-15, 2015

Roommate Monica Scheid