



## Registration Contract and Registration Terms & Conditions

HIGH SCHOOL NAME: \_\_\_\_\_ TOUR DEPARTURE DATE: \_\_\_\_\_

### PARTICIPANT INFORMATION (You must PRINT LEGIBLY so that confirmation emails can be sent to you!)

Student First Name (legal): \_\_\_\_\_ Last Name (legal): \_\_\_\_\_ Year (circle):  
soph      junior

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student Mobile Telephone: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Mobile Phone(s): \_\_\_\_\_

Parent Email: \_\_\_\_\_ Student Email: \_\_\_\_\_

### PARTICIPANT HEALTH RECORD

I am in good health and can travel without medical supervision. (Students not in good health are not permitted on the tour program.)

I am  am not presently taking medication. If yes, please specify medication(s) \_\_\_\_\_

I am  am not presently under the care of a physician. If under physician's care, please attach sheet with explanation.

Health Insurance Company \_\_\_\_\_ Policy No. \_\_\_\_\_

### ROOMING REQUESTS

Please select one (1) of the following:

Normal room (quadruple occupancy, 2 students per double bed, 2 beds per room)       Guaranteed single bed (\$100 fee/night and must pay single bed fee with credit card)

Please select one (1) of the following:

No roommate preference.       Roommate preference. Please specify \_\_\_\_\_

### COSTS AND PAYMENT

Tour Program Fee: \$ \_\_\_\_\_

Deposit Fee (if any): \$ \_\_\_\_\_

Please select one (1) method of payment:

Check (payable to "The College Authority", \$200 fee for returned checks)

Credit Card—you will be charged for total program fee:

VISA

Mastercard

Cardholder Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Number: \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

All of the above information required in order to secure payment and avoid late fee.

### AUTHORIZATION

I have read and understand the Registration Terms and Conditions and Visitation Guidelines for The College Authority tour program and as parent/legal guardian and/or legal representative of the student participant agree to be bound by them.

Student Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registration Contract, Parent Permission Form & Program Fee are to be turned in to your college counseling office at your school. DO NOT SEND to The College Authority.**

**The College Authority • 668 N Coast Hwy #1408 • Laguna Beach, CA 92651 • CST 2111900-40**

**Phone (949) 371-1111 • Fax (949) 371-1417 • thecollegeauthority@gmail.com**

**www.tcacollegetours.com**



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The College Authority (TCA) acts solely as an agent for travel agents, serving as a travel packager. Each tour program begins for each participant who purchases air travel tickets through TCA with the take-off of the flight and ends upon completion of the trip at the final airport destination. For those participants not purchasing air travel tickets with TCA, the tour program begins at the point of airport pick-up and drop-off by the TCA Tour Leader.

I, whose name and signature appear on the registration contract (and my parent or legal guardian, if I am a minor), am applying to become a participant on a college tour program offered by TCA, have read and agree to these terms and conditions of this TCA contract, and acknowledge that it forms my binding agreement with TCA regarding responsibility, refunds, hotels, motor coach, airfare, and all related fees.

If I become sick or incapacitated while on the tour program, TCA may take reasonable action including obtaining medical treatment for me. I acknowledge that I have health, life, and/or accidental death insurance which provide sufficient coverage for me while on the TCA tour program. In the event of any of the above, I agree to submit all claim forms to said companies which have written insurance policies providing me this coverage and that TCA is not liable for such costs/fees.

I as parent/legal guardian give consent for any emergency medical or dental treatment as approved by the TCA Tour Leader or other adult chaperone in case of illness or injury while on a TCA tour program. I agree to hold harmless TCA, its employees and agents from any injury or sickness during or as a result of the tour program. I agree that I will be fully responsible for the total cost of medical treatment and any related transportation.

I will indemnify TCA, its owners, its representatives, its agents, my high school and its employees and representatives, and hold them harmless for any financial liability or obligation which I personally sustain, or injury damage to the person or property of me or others which I cause or contribute to cause while participating on the TCA tour program.

I understand that I am responsible for exercising caution and common sense at all times to avoid injuries. I understand and agree as a condition of participating on this TCA tour program that I (and everyone else claiming through me) have no rights whatsoever, directly or indirectly, against TCA, its owners, its, its agents, my high school and its employees and agents, or related agents for any losses, injuries, illnesses, damages, or other claims of any sort in any way relating to or arising from the TCA tour program.

I understand the tour program deposit is nonrefundable. Although TCA can refund the tour program fee in most cases with suitable advance written notice (e.g. more than eight (8) weeks prior to departure), I understand that TCA may not be able to refund the total program fee due to nonrefundable purchases made on my behalf for the tour program.

### TOUR PROGRAM CHANGES

I have the right to a partial tour program fee refund if TCA alters the trip itinerary in the following ways:

(1) Departure or arrival dates, unless the delay is a result of flight delay or cancellation experienced by an air carrier. TCA reserves the right to reassign participants to alternative departure dates and/or itineraries if necessary with notification. TCA is not responsible for flight delays, missed connecting flights, cancelled flights, long layovers, or any expenses related to such delays or cancellations.

(2) Changes in housing accommodations. All participants will be notified of final housing arrangements. I understand final rosters will reflect payment for any specific room guarantees prior to departure. I understand that TCA cannot guarantee assignment of preferred roommates.

TCA reserves the right to change the order of events, and to make minor changes other than those listed above without refund. Minor changes include fewer than five (5) substitutions of colleges, city overnights, and hotels on the itinerary. In these cases, participants desiring to withdraw from the tour program because of minor changes may do

so, but are not eligible for any program fee refund.

### CANCELLATIONS & REFUNDS

If a tour program is cancelled by TCA or if in the sole judgment of TCA a tour program has been radically altered by major changes in itinerary that would be unfair to require of participants, and such participants request in writing to withdraw from the tour program, a full refund less \$250 registration fee will be made within 30 days of written cancellation. Major changes include only changes in trip dates or departure cities as previously listed.

If a participant cancels in writing prior to eight (8) weeks before departure, a full refund will be made within thirty (30) days of receipt of required written notification, less the nonrefundable deposit and a \$250 cancellation fee.

If a participant cancels within eight (8) weeks of departure, no refund will be made.

If a participant cancels before eight (8) weeks prior to departure, the participant will receive a full refund less the nonrefundable deposit and a \$250 substitution fee if the participant finds a replacement. Replacements must meet appropriate deadlines of the tour program to qualify; replacements are also subject to appropriate surcharges applicable due to insufficient notice and/or passage of rate deadlines. Refunds will be made within thirty (30) days of the completed replacement registration. All replacements must submit full payment with the TCA registration contract to complete the substitution (late fees may apply). TCA reserves the right to refuse any replacements.

Any participant, whose health, at the sole discretion of the TCA Tour Leader, may impede the progress of the tour program will be dismissed from the program. Similarly, any participant who violates the TCA Visitation Guidelines will be dismissed from the tour program. Such dismissed participants will not be eligible for any refund, partial or otherwise. Any additional fees incurred by such dismissals are the sole responsibility of the participant and/or the parent/legal guardian.