

Tour Extensions/Extra Days:

- My group wishes to take the Tour Extension/Cruise Extension as shown on our selected tour page. Extension Name: _____
- My group wishes to extend our stay for _____ (no. of days) in _____ (city at end of tour).

Services Requested for Extra Day(s):

- Hotel accommodations with breakfast only. (See current-year catalog for prices.)
- Hotel accommodations with breakfast & dinner. (See current-year catalog for prices.)

Airport/hotel transfers are not included in above prices. If you wish to purchase transfers, please contact CHA for prices or check off the circle below:

- Please arrange airport transfers for the extra days I am requesting at the cost quoted to me by my CHA Tour Counselor.

Please Note: Extra days are not available on all tours and are limited during certain periods of the year and by airline and tour routings. • Adding extra days differs from purchasing the Optional Tour Extensions offered only on certain tours (see current-year tour catalog for tours with optional extensions).

Tour-Quality Upgrade:

This option is available on a group basis only to both student and adult groups:

- My group and I have opted for the Tour-Quality Upgrade. I understand that this service includes the following high-quality features: Guaranteed double-room accommodations in First-Class hotels, baggage handling and portage throughout the tour (where available), and CHA's Adult Fee fully paid. I also understand that this service will require an additional fee to be specified by my CHA Tour Counselor.
- I am a non-traveling Group Counselor whose group has opted for CHA's Tour-Quality Upgrade.

Mailing Procedure Options:

Upon enrollment, each participant will be sent a detailed Tour Account Statement. These statements are issued in duplicate: one copy will be mailed directly to the participant and a duplicate copy will be mailed to you to retain for your records.

- I do not want my participants to receive Tour Account Statements directly and would like them to be sent to me. I will assume full responsibility for distributing them to my group on time so that payment deadlines are not missed and penalties are not incurred.

As a CHA Group Counselor:

■ I certify that I and my tour participants have read, understand, and accept the policies and provisions in the Important Information Terms & Conditions and Student Code of Behavior as published in CHA's current-year tour catalog. I also certify that I will read and adhere to the procedures outlined in all subsequent instructional booklets sent to me by CHA, especially CHA's Tour Planning Guides Part 1 & 2 in which my specific pre-departure and on-tour responsibilities will be further clarified.

■ I understand that my responsibilities before my trip include coordinating with CHA's U.S. representatives, the timely collection of tour payments from travelers, and the organized distribution of all information sent to me by CHA on behalf of my group including pre-departure materials and airline tickets.

■ I understand that it is my responsibility to ensure that my participants fulfill the tipping requirement for tour directors, long-distance drivers and/or stewards on cruises as described in CHA's current-year Important Information Terms & Conditions.

■ I understand that I am responsible for maintaining a fair, positive and harmonious atmosphere during our trip. I will cooperate with our CHA Tour Director, Local Guides and Bus Driver as well as the counselors from other schools. I also understand that it is my responsibility to be flexible, adaptable and assist in finding solutions (along with our Tour Director and other CHA local staff)

Your Signature: _____ Date: _____
(Use your legal name as given on reverse side.)

Besides tour account statements, all other CHA mailings will be sent directly to you, the group counselor, at your home address for distribution to your group (including CHA's Pre-Departure Items and Final Travel Documents).

- I request that my group's final travel documents (airline tickets, final hotel itinerary, etc.) be sent to my school address.

Online Enrollment Option:

Please indicate if you would like your group to have the ability to enroll for your tour online on CHA's website at www.cha-tours.com.

- Yes, I want my travelers to have the ability to enroll online. Please contact me with instructions.
- No, I do not want my travelers to have the ability to enroll online.

Online Tour Account Center Access:

CHA automatically provides group counselors with access to CHA's online Tour Account Center where the group's up-to-date account information, assigned flights, hotels, etc. are available. At the group leader's request, CHA may also allow individual travelers to gain access to the Tour Account Center to view only their own individual account information, make tour payments via credit card, view their assigned flights and hotels, and more.

- Yes, I want my travelers to have access to CHA's Online Tour Account Center. Please contact me with instructions.
- No, I do not want my travelers to have access to CHA's Online Tour Account Center.

Distributing Counselor Benefits:

Unless you indicate otherwise below, your Co-Counselor (if any) will receive the second free tour you will earn through participant enrollment. All other stipend credits as well as CHA's Cash Enrollment Bonus and Bonus Points will be given to you, the Group Counselor.

- The Counselor indicated on the participant's applications will receive credit toward a free tour, stipend, enrollment bonus and bonus points.
- The Counselor indicated on the participants' applications will receive credit toward a free tour & enrollment bonus only. All stipend and bonus points go to the Group Counselor.
- All credits (free tours, stipend, enrollment bonus, and bonus award points) are to be divided equally among participating counselors.
- Other. Please attach a detailed explanation of how you want the credits assigned.

to any operational glitches which may arise, rather than react negatively, thereby detracting from the enjoyment of the tour for my group and other travelers.

■ I understand that it is my responsibility to oversee and monitor the behavior of my participants during our trip according to the standards and guidelines outlined in CHA's Student Code of Behavior as published in CHA's current-year tour catalog. This responsibility cannot be passed on to the CHA Tour Director, other members of CHA's overseas staff, or leaders of other groups traveling on the motorcoach as it is my sole responsibility as the Group Counselor (along with the assistance of my assigned Co-Counselors, if any). I understand that if I were not to perform these duties, I may be called upon by CHA and/or parents of my tour participants for a complete explanation as to the non-adherence to these regulations. I will also establish with other teacher-counselors on my tour a common approach to the implementation of the rules set forth by CHA regarding behavior (such as curfew times, punctuality for tour activities, non-drinking policy, etc.)

■ I understand that teacher-counselors must not engage in any unauthorized excursions (excursions which are operated without the approval of CHA). For such unsanctioned activities, CHA cannot provide any insurance, as CHA cannot be held responsible for activities unauthorized by the company; thus, the organizers of such activities may incur personal liability if a mishap or accident should occur. I understand that Tour Directors and Bus Drivers must also adhere to this policy. (A complete list of authorized optional excursions will be sent to group leaders upon enrollment.)