

**Professional Development Program to Cuba
May 2016
Participant Enrollment Form
Application Deadline: November 20, 2015**



PROGRAM OPTION (please select from choices below):

- Program not including airfare to/from gateway city: \$4600 per participant
- Program including airfare to/from gateway city: \$5000 per participant
- Single Room Supplement: \$575 per participant (optional)

PARTICIPANT INFORMATION

Name <i>(as it appears on passport)</i>		First:	Middle:	Last:
Address:				
City:	State:		Zip Code:	
Home Phone:	Cell Phone:		E-mail:	
Campus Location: <input type="checkbox"/> George <input type="checkbox"/> Stanton <input type="checkbox"/> Terry <input type="checkbox"/> Owens <input type="checkbox"/> OOP <input type="checkbox"/> Other/Guest				
I currently have a valid passport: <input type="checkbox"/> Yes <input type="checkbox"/> No			Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Passport Country:		Passport #:		DOB (mm/dd/yyyy):
Passport Valid Date (mm/dd/yyyy):		Passport Expiration Date (mm/dd/yyyy):		I intend to bring a guest on the program: <input type="checkbox"/> Yes <input type="checkbox"/> No

**** (please include a copy of the photo page of your passport with this application)**

EMERGENCY CONTACT INFORMATION (1st CONTACT)

Name	First:	Last:
Relationship:		Cell Phone:
Home Phone:	Work Phone:	E-mail:

EMERGENCY CONTACT INFORMATION (2nd CONTACT)

Name	First:	Last:
Relationship:		Cell Phone:
Home Phone:	Work Phone:	E-mail:

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PROFESSIONAL DEVELOPMENT PARTICIPATION AND LEAVE REQUIREMENTS

Delaware Technical Community College (DTCC) faculty and staff attending the program on professional development leave must meet the following requirements:

- Obtain supervisor and Campus Director/Vice President’s approval prior to enrollment
- Complete and submit an Out-of-State Travel Request to Campus Business Office prior to travel
- Attend and participate in all activities listed in the itinerary

DTCC employees are permitted to bring a maximum one guest on the program. Guests/spouses must be over the age of 18 and are required to attend all activities (professional development and cultural) listed on the itinerary in accordance with the regulations of the Ministry of Cultural Affairs in Cuba. Americans are currently not permitted to visit Cuba for tourism purposes; the program is licensed as “people to people” travel for educational activities.

ENROLLMENT AND PAYMENT INFORMATION

To apply send the original signed copy of this application via regular or campus mail to: Taryn Tangpricha, Office of the President, PO Box 897, Dover, DE 19903.

Payment	Due on or before	Amount Due	Balance Due
Non-Refundable Deposit	November 20, 2015	\$1000.00	\$1000.00
2*	December 15 , 2015	\$1000.00	\$2000.00
3	January 15, 2016	\$1000.00	\$3000.00
4	February 12, 2016	\$1000.00	\$4000.00
Final Payment	March 12, 2016	\$600/\$1000	\$4600/\$5000

*Single room supplement (\$575) due with payment #2

In order to maintain enrollment, payments must be made in person or via telephone to the Campus Business Office using cash, check or credit card on or before the dates listed below. A participant’s space in the program will not be reserved until both the application is received and the non-refundable deposit is paid. Please use the payment vouchers provided with the enrollment form when making all payments, and email a copy of your receipt to Taryn Tangpricha (taryn.tangpricha@dtcc.edu). Late payments may jeopardize the participant’s enrollment in the program and result in being dropped from the program without a refund. Participants should review the program itinerary for a list of what is and is not included in the Travel Expense/Program Cost.

Please note that while not likely, the final program cost is subject to change until the final payment date. This program cost is based on a minimum of 18 participants. Should a smaller number participate, the cost may be adjusted to recover certain fixed costs.

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CANCELLATION AND REFUND POLICY

Participants must inform Delaware Technical Community College in writing if they choose to cancel their participation in the program. All correspondence should be addressed to Taryn Tangpricha, International Education Director, and emailed to taryn.tangpricha@dtcc.edu. The cancellation and refund policy is listed below. Cancellation received:

- 120 days or more prior to departure (prior to Jan.23, 2016): Refund payments paid less \$1000 deposit
- 120-91 days prior to departure: Refund payments less 50% of program cost
- 90 days or less prior to departure (after February 22, 2016): No refund

Delaware Technical Community College's travel program to Cuba is managed by Academic Travel Abroad, Inc. (ATA), a professional travel company, hired as an independent contractor. Reservations are not transferable without the explicit approval of DTCC and ATA. Neither Delaware Technical Community College nor ATA accepts liability for any airline or train cancellation penalty incurred by the purchase of a nonrefundable airline or train ticket to the departure city (Miami) or return.

TERMS AND CONDITIONS

AIR TRAVEL TO/FROM MIAMI

In order to ensure adequate time to connect to the group's charter flight to Havana, participants who plan to book their own airfare to/from Miami **MUST** arrive at the hotel on Sunday, May 22, 2016 – the evening prior to the group's departure for Havana, Cuba. Return airline reservations must be made departing Miami International Airport **AFTER** 6:00 p.m. ET on May 31, 2016.

SINGLE ROOMS

A limited number of single rooms are available at extra cost on a first-come, first-served basis, but availability cannot be guaranteed. Please understand that in some hotels in Cuba single rooms are very small. The premium you pay is for privacy, not spaciousness.

INSURANCE

ATA strongly recommends the purchase of program cancellation insurance, which is available for coverage of expenses in conjunction with cancellation due to illness or accident. Baggage insurance is also recommended. In the event that you must cancel your participation in a travel program, program cancellation insurance may be the only source of reimbursement. DTCC will send you a brochure from Travel Insurance Services, or you may obtain coverage through a company of your choice. The program includes Emergency Evacuation Insurance as part of the program cost so it is not necessary to purchase this separately.

HEALTH RECOMMENDATIONS

To enjoy your travels to the fullest, you should be in good physical and mental health. Any physical condition requiring special attention, diets, or treatment must be reported in writing when the reservation is made. ATA reserves the right to decline to accept or retain any person as a participant should such a person's health, mental condition, physical infirmity, or attitude jeopardize the operation of the travel program or the enjoyment of other participants. All health information is protected and treated as confidential.

A NOTE ABOUT THE ITINERARY

While every effort will be made to carry out the program as planned, the nature of travel is unpredictable and we must be prepared for changes. The itinerary as described is subject to modification by ATA. Rest assured

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that, should any changes be needed, ATA is committed to delivering an experience as outstanding as the one originally planned.

DTCC will periodically assess enrollment, safety, and other factors. Participants acknowledge that DTCC has the right, at any time and without liability or cost therefore, to cancel the program. If the program is cancelled by DTCC prior to departure, participants enrolled in the program at the time such a decision is made will receive a full refund.

RESPONSIBILITY

Delaware Technical Community College's travel program to Cuba is managed by Academic Travel Abroad, Inc. (ATA), a professional travel company, hired as an independent contractor. ATA and Delaware Technical Community College act only as agents for the passenger with respect to all transportation, hotels, and all matters of reservations and program operation. We and our agents accept no responsibility for loss, damage, injury, accident, delay or irregularity, expense or liability caused by the defect of any vehicle or negligence or default of any independent contractors, their employees, agents, or representatives. Nor do we accept responsibility for losses or delays arising from sickness, pilferage, acts of terrorism, weather conditions or acts of God. All such losses or expenses shall be borne by the program participant. We reserve the right to cancel any program prior to departure in which case the entire payment will be refunded without further obligation on our part. We likewise reserve the right to decline to accept or retain any program participant at any time without being under any obligation to assign any reason therefore. In the event of the exercise of this right, we shall be under no liability to such person(s) except to refund such amount as our absolute discretion deems reasonable to attribute to the uncompleted portion of the program. Baggage is carried at the owner's risk entirely. It is understood that air, ship or train tickets when issued shall constitute the sole contract between the passenger and carrier concerned. The airlines and all other transportation companies involved in this program are not to be held responsible for any act, omission, or event during the time the passengers are not on board their plane or conveyances. All services are subject to the laws of the country in which they are rendered. The participant agrees on behalf of herself/himself, her/his dependents, heirs, executors, administrators and assigns to abide by the above conditions and to release and hold harmless, Delaware Technical Community College and Academic Travel Abroad, Inc., and any of their representatives from any and all liability for any delays, damage, loss, injury or death occurring in relation to this tour.

PARTICIPANT RESPONSIBILITY STATEMENT AND LIABILITY DISCLAIMER

Read Carefully: Responsibility Statement and Liability Disclaimer

ATA acts only as an agent for the respective suppliers of goods and services (e.g., hotels, airlines, railroads, bus companies, local tours, etc.) by making arrangements for transportation, accommodations, and other services. Neither the Delaware Technical Community College, nor ATA control, own, or operate these suppliers. The suppliers are independent contractors. Neither the Client (Delaware Technical Community College), nor ATA shall be held liable for personal injury, death, property damage or accident, delay or irregularity arising out of any act or omission of these suppliers. The Client (Delaware Technical Community College) and ATA reserve the right, without penalty, to make changes in the published itinerary whenever, in their judgment, conditions warrant, or if they deem it necessary for the comfort, convenience, or safety of our participants.

DTCC and ATA also reserve the right, without penalty, to withdraw the tour announced, to decline to accept any person as a participant in a tour, or to require any participant to withdraw from the tour at any time, when such action is determined by tour staff to be in the best interests of the health, safety or general welfare of the tour group or the individual participant, subject only to the requirement that the recoverable portion of the total

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amount paid that corresponds to the cost of unused services and accommodations be refunded, if any. Participants purchasing airfare from the Delaware region to Miami on their own are encouraged to purchase airline tickets no sooner than 60 days before the program begins to avoid airline cancellation penalties if a tour is canceled or otherwise modified subsequent to the participant's purchase of those tickets. The Delaware Technical and Community College and ATA accept no liability for the purchase of non-refundable airline tickets to the tour departure city and return. Baggage and personal effects are at all times the sole responsibility of the participant. Participants are encouraged to purchase of travel insurance.

Dates, schedules, program details, and costs, although provided in good faith based on information available at the time of publication of the brochure or catalog, are subject to change and revision.

AS A CONDITION OF ACCEPTANCE OF ANY APPLICATION, EACH APPLICANT MUST AGREE TO THE STATEMENT SET FORTH BELOW:

The undersigned has read carefully the Responsibility Statement and Liability Disclaimer set forth above, the schedule of activities for this program, as well as the terms and conditions of application and participation as set forth in the tour brochure(s), and recognizes and accepts any risk associated with the tour and the conditions, including the refund policy, set forth in the tour brochure(s). The undersigned further acknowledges that there are many risks and uncertainties inherent in any travel tour, including but not limited to the hazards of various modes of transportation, forces of nature, acts or omissions of foreign governments, terrorism, war or insurrection, theft, illness, and damage to person or property due to the negligent acts or omissions of suppliers, tour staff or others. In consideration of, and as part payment for, the right to participate in the tour, the undersigned, on behalf of himself, his dependents, heirs, executors, administrators and assigns, hereby waives, releases, and discharges the Client (Delaware Technical Community College), its trustees, directors, shareholders, officers, employees, representatives or agents, and ATA and its officers, directors, shareholders, employees, and agents, (Releasees) from liability, claims, demands, injuries, damages, consequential or indirect damages, actions or causes of action for personal injury, death, property damage or loss suffered by any person in connection with this tour, even if caused by the active and passive negligence or omission of tour staff, suppliers, or other related persons or entities, and, further indemnifies, holds harmless and promises not to sue the Releasees from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of a Releasee or otherwise. In addition, by registering for this program, the applicant certifies that he or she is mentally and physically capable of full participation in this program.

By registering for a Delaware Technical Community College travel program, the participant agrees to the Responsibility Statement and Liability Disclaimer and the Terms and Conditions herein and that the participant acknowledges that he/she has carefully read this paragraph and fully understands that this is a waiver and release of liability.

I certify that all information submitted on this application is true and complete to the best of my knowledge, and that I have read, understand, and agree to the professional development participation, leave, payment, refund, and cancellation information and requirements listed in this application. I consent for Delaware Technical Community College and/or the program leader to speak with my emergency contacts listed on the application regarding aspects of my participation including medical emergencies and legal incidents.

Participant Signature: _____

Date _____