

## Corazon de Esperanza Service, Vision and Mission Trips

### **ENROLLMENT CONDITIONS - APPENDIX A**

#### **VALID FOR WINTER PERU CREW TRIP - February 2018**

#### **ENROLLMENT**

Enrollment on a trip should be completed 165 days prior to departure with a \$250 non-refundable, non-transferable deposit. All Trip Forms must be received at CdE 110 days prior to departure. Travelers should provide complete first, middle, and last names, and dates of birth as they appear (or will appear) on their passports.

#### **What is the cost of a name correction?**

Any correction to match passport names made after 110 days prior to departure require that we change the flight reservation, resulting in a minimum fee of \$200 per airline up to the cost of a new published fare ticket. This may also result in a different flight itinerary from the group. Travelers who have not yet applied for a passport should provide their full name and date of birth as they appear on their birth certificate.

#### **Can a traveler enroll on a waitlist if the tour is full?**

Waitlists are not available for this trip.

#### **LATE ENROLLMENTS**

#### **Can a traveler enroll after 165 days prior to departure?**

If a traveler enrolls 164 days - 120 days prior to departure, they are considered a late enrollment. All deposits and payments are needed up to the date of enrollment, including a non-refundable \$150 late enrollment fee. Travelers may not enroll after 120 days prior to departure.

#### **PASSPORT AND VISAS**

#### **Who is responsible for getting travelers' passports, visas, and other travel documents?**

Each traveler must obtain a passport and any applicable visas or other travel documents prior to departure. For trips, we will need passport information by 110 days prior to departure. If a traveler is unable to obtain these travel documents, our standard cancellation policy will apply (see below). Please be sure that passports are valid for at least six months after the trip ends. Visit the U.S. Department of State at [travel.state.gov](http://travel.state.gov) for further information. Non-U.S. citizens will need to contact the embassy or consulate of Peru to ensure they meet specific entry requirements.

## **PAYMENT PLAN**

- Based on the trip travelers enrolled, travelers will be invoiced up to three payments. The first payment of \$550 is due 130 days prior to departure. The second payment of \$550 is due 100 days prior to departure. The final payment of \$550 is due 30 days prior to departure.
- A late fee of \$50 will be assessed for any missed payment. All late fees are non-refundable.
- Travelers can pay with ATM/debit card or credit card through paypal, or personal check.
- Payments made by personal check, payable to: Corazón de Esperanza, must be submitted with the traveler's name in the memo line.
- A non-refundable \$35 fee will be assessed each time a payment is returned or declined.
- All payment due dates refer to the dates by which each payment must be received by CdE
- CdE reserves the right to cancel the traveler's reservation if any payment is past due by 30 days (or 15 days after final payment)

## **CdE's standard cancellation policy**

- 120 days or more prior to departure: Full refund less \$250 non-refundable deposit, all non-refundable fees, which include airline fees, and a \$100 cancellation fee.
- 119 to 60 days prior to departure: Full refund less \$250 non-refundable deposit, all non-refundable fees, which include airline fees, and a \$150 cancellation fee.
- 59 days or less prior to departure: No refund will be issued.