My Ecuador Trip (320) 493-6581

 www.myecuadortrip.com

 September 1, 2019

Dear Prospective Participant:

Thanks for your interest in the Ecuador Education Study Tour. We believe that international educational opportunities are central to the development of every professional.

Before you complete this application, please review all the details for the tour included in this document. We want every participant to be familiar with our study tour, its cost, logistics, payment schedule, cancellation policies and other details.

**Tour Dates:**  May 6 - 15, 202**0** (**ICPEL 2020 Ecuador Study Tour)**

**Complete Interest Form:** November 15, 2019 <https://www.icpel.org/2020-ecuador.html>

**Registration Deposit and Program Application Deadline:** Dec. 15, 2019

**Please Read About:**

**Item 1.** Brief Program Summary

Item 2. Registration, Payments, and Budget

**Item 3.** Airfare

**Item 4.** Medical and Travel Insurance

**\*Complete and Return:**

**Item 5.** Complete Program Application (Page 6)

Item 6. Complete: Release, Liability Waiver, and Cancellation Policy (Page 9)

\*You can return this entire document as a word or PDF to us for Item 5 and 6

Contact us if you have additional questions.

Sincerely,

Raul Leon, Ph.D. My Ecuador Trip, L.L.C.

**Item 1. Brief Program Summary**

The “2020 ICPEL Study Tour" will take place in Quito, the capital of Ecuador and will blend opportunities for learning about **the educational system** while connecting with locals to learn about culture, food, traditions, and the history of this country. ​This tour will examine education in Ecuador during a time of unprecedented reform, which has drawn attention from the region as Ecuador seeks to transform their educational system. Founded in 1534, Quito stands as one of the oldest cities in Latin America, and has been named the **“best preserved colonial center in the world”**. Located in the middle of the world, our host city continues to gather international attention as a world class destination. Quito was recently ICPEL is partnering with Dr. Raul Leon, a scholar and native Ecuadorian who currently is a professor in the field of educational leadership. Dr. Leon has organized educational visits to Ecuador for the past 8 years for more than 150 faculty, students, and staff representing over 50 higher education institutions. Providing a rich professional development opportunity for those interested in expanding their scope and educational perspectives, this tour is an ideal opportunity to explore Ecuador, named the “**most beautiful large city in South America.”**

**Item 2. Registration, Payments, and Budget**

**What is Included in the Study Tour Fee?**

 Accommodations (9 Nights)

 Transportation for tours and activities

 Meals (9 Breakfasts, 9 Lunches and 6 Dinners)

Academic Seminar (Lectures, Site Visits, and Tours)

Guided Excursions and Local Expert

Transfer from and to the airport in Quito with the Group

Entrance Fee for Local Attractions Included in Itinerary

 Pre-departure information and Staff Assistance

 Bottled Water for Full Trip

**What is not Included in the Tour Fee?**

 International Airfare

 Additional Snacks and Meals not Included in Itinerary

 Additional Transportation Services not Included in Itinerary

 Souvenirs and Miscellaneous

 Tipping and Gratuities (Under $40 per person for entire trip)

 Alcoholic Drinks

 Travel and Medical Emergency Insurance (Price Range: $40-70)

**Estimated Budget and Tour Fee**

The program fee is calculated and set **(per person)** considering a minimum of **8 participants** for a tour of **9 Nights**. Additional expenses are included in the table below as estimates from past participants.

|  |  |  |  |
| --- | --- | --- | --- |
| **ESTIMATED BUDGET** | **Room w/ Tour Participant****(Double Room /** **2 Beds /1 Private Bathroom)** | **Room w/ Partner****(Double Room /** **1 Bed / 1 Private Bathroom)** | **Single Traveler** **(Single Room/** **1 Bed / 1 Private Bathroom)** |
| **Study Tour Fee** | $2800 | $2600 | $3100 |
| Roundtrip Airfare(Calculated from Detroit) | $900  | $900  | $900 |
| Extra Cash(Approx.) | $150 | $150 | $150 |
| Medical Travel Insurance Coverage (Approx.) | $50  | $50 | $50 |
|  **TOTAL COST****ESTIMATE** | **$ 3,900** | **$ 3,700** | **$ 4,200** |

**\*Tour Fee and Accommodations:**

a) Extra Cash: Past participants report spending between $75 - 150 (i.e., souvenirs, gifts, tips, miscellaneous).

 b) All rates are per person

 c) Appropriate documentation (tax documentation) can be provided to your institution if they are funding

 your tour

**Schedule of Payments**

To participate, each application must be submitted with a $500 non-refundable registration deposit **(Deadline: December 15, 2019.)** The registration deposit will be applied toward the total program fee. Two additional payments (February 1 and March 1) have been set to guarantee participation in the tour. You can submit one check for both payments if desired. Please contact us directly to inquire about tour participation after registration deadline.

**Make Check to:** ICPEL

**Mail Check to:**

ICPEL Study Tour / Dr. Berry

Department of Leadership & Counseling

Eastern Michigan University

304 Porter Building

Ypsilanti, MI 48197

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment** **Date** | **Double Room** **(Double Room/** **2 Beds /1 Private Bathroom)** | **Travel w/ Partner (Double Room /** **1 Bed / 1 Private Bathroom)** | **Single Traveler** **(Single Room/** **1 Bed / 1 Private Bathroom)** |
|  **December 15, 2019** **(Non-Refundable** **Registration)**  | $500 |  $500 | $500 |
| **February 1, 2020****(First Payment)** |  $1,800 |  $1,600 | $2,100 |
| **March 1, 2020** **(Second Payment)** | $500 |  $500 | $500 |
| **TOTAL** | **$2800** | **$2600** |  **$3100** |

**Cancellation Policy:** For cancellations up to 90 days before traveling for any reason, we will refund all your payments minus a $500 non-refundable deposit. Cancellations between 90 to 60 days before traveling for any reason will receive a 50% of your total payments (not including the $500 non-refundable deposit). Cancellations under 60 days before traveling will not be entitled to any refunds. No partial refunds are given for unused meals, hotel rooms, airport transfers, or other program activities, for any reason whatsoever. All requests for cancellation and refunds must be in writing to myecuadortrip2010@gmail.com

**Item 3: Airfare**

Tour dates are set for participants arriving to Quito (Airport Code: UIO) on **May 6 (Evening)** and departing **on May 15 (Evening).** All participants must book their own flights. My Ecuador Trip will provide detailed booking instructions for all participants. Please DO NOT purchase an airfare ticket without confirmation in writing from My Ecuador Trip. Please remember a minimum number of participants is needed to confirm the tour (8 participants). We anticipate confirming the tour by **Feb. 1** or as soon as the minimum number of participants (8) have submitted the deposit and first payment. Participants must connect with us if planning to arrive earlier or staying for additional dates.

**Item 4: Medical and Travel Insurance**

All participants must secure medical and travel insurance coverage PRIOR the trip. This insurance should cover you for the entire duration of the trip and include trip cancellation and medical coverage. Many participants may already be covered by a medical insurance policy. If this is the case, please contact and check the insurance policy to ensure it includes overseas medical and travel coverage including repatriation insurance (medical repatriation and repatriation of remains). All participants must present proof of insurance in writing prior departure. **If this is not presented, participants will not be allowed to take part in the tour.**

My Ecuador Trip does not endorse the following travel insurance providers but includes their contact information for your reference

iNext card: http://www.inext.com/plans/supplemental/basic.aspx

CMI Insurance Worldwide: https://www.cmi-insurance.com/default.aspx

STA Travel Insurance: <http://www.statravel.com/international-travel-insurance.htm>

**Item 5. Program Application**

**Applications** and the **Release, Waiver, and Cancellation Policy** must be signed by each participant (electronic signature / or printed name) and submitted via email (myecuadortrip2010@gmail.com)

**Ecuador Higher Education Study Tour (May 6 – May 15, 2020)**

**1. Personal Information Section:**

**Name: Date of Birth:**

**Your Address:**

**Email: Your Telephone Number:**

**Employment/Institution: Official Title/Occupation:**

**What city/airport will you anticipate booking your flight to and from Quito / Ecuador?**

**Do you have a U.S. Passport (Y/N): (Is the expiration date on the passport at least 6 months after the trip date?)**

**\_\_\_\_Yes \_\_\_\_No**  **Nationality if Other than U.S.:**

**Oral Spanish Language Proficiency? (The Seminar will be conducted in English). However, it will be helpful to know if there will be other Spanish speakers in the tour.**

**Beginner\_\_\_ Intermediate\_\_\_\_ Advanced\_\_\_ Near Native\_\_\_**

**2. Emergency Contact Information:**

**Emergency Contact Name:**  **Emergency Contact Telephone:**

**Emergency Contact Email:**  **Relationship to Contact:**

**3. Special Needs and Accommodations**

**Please List Important Medical Conditions:**

**Please List All Allergies (Food, Medicine, Season, etc):**

**Please List Dietary Needs/Restrictions:**

**\*In the past we have served participants with a wide variety of dietary needs. This has not been an issue and has often been resolved and care for with information, flexibility, adaptability, and planning ahead.**

**Additional Services or Accommodation Requested:**

**4. Activities and Excursions**

**Excursions and Tours.** Our tours involve moderate hikes in the city, rainforests, plains, or national parks. Our tour involves getting out of vehicles, walking on uneven terrain, standing in places for several minutes, and in some cases hiking in places with high elevation and some humidity. Our tours are suited for anyone who can walk up to 2-5 km (1.5 - 3 miles) per day. In the past, we have welcomed participants with different medical conditions and different levels of ability. **PLEASE** contact us in advance to discuss how to better serve you and prepare the tour for you. Please let us know if there are any physical/medical conditions that could impact your participation on these activities.

Would you like us to contact you directly to discuss activities or excursions?

Yes\_\_\_ No\_\_\_

**5. Accommodations**

Program Fee is **based on double room accommodations with a roommate and one private bathroom.** Roommate assignments can be requested below. Otherwise, they will be made based on participant’s professional background, interest, institution, travel experience. In the past, this has allowed participants to build strong friendships and professional relationships. Please let us know if you prefer to request a single room. Additional fees apply. **Please mark with an X below**:

Single Room Request: \_\_\_\_

Traveling with Partner: \_\_\_\_\_ Please include their name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room w/Tour Participant \_\_\_\_\_\_ Please include their name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SHORT ANSWER QUESTIONS**

**Please respond to the following questions Limit your response to 100 words max. per question.**

**1. Why do you have an interest in the Ecuador Higher Education Study Tour?**

**2. Briefly, what is your experience traveling/living/working abroad. When? Where? Why? (You can be brief)**

**3. The tour will involve spending a considerable amount of time with other study tour participants, traveling together, eating together, and getting to know each other. Because of this, it is very important that we have a group of people that are willing to learn, but also have a positive attitude to experience Ecuador. In a scale from 1 to 5 (1= Very Low ; 5 Very High), how would you rate your level of?**

Friendliness: /5 Patience: /5

Understanding: /5 Deal with Ambiguity: /5

Positive Attitude: /5 Cultural Competency: /5

Punctuality: /5 Experience Abroad: /5

**4. NOTE:** If you are an educator and/or member of ICPEL please indicate below and include your CV with this application

Affiliated with ICPEL: Yes\_\_\_ No\_\_\_

**Item 6. Release, Waiver, and Cancellation Policy**

**My Ecuador Trip Tour/Travel Agreement**

**Damage, Accident, Injury, Death, and Liability Waiver and Contract**

The parties to this Travel Contract are:

Traveler's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name as it appears on Passport

and

My Ecuador Trip L.L.C. "TOUR OPERATOR"

2231 S. Main St.

Ann Arbor MI, 48103

www. myecuadortrip.com

 *Read through each statement before signing this form.*

The responsibility of My Ecuador Trip L.L.C. and its affiliated companies, its employees, representatives, agents, and contractors (collectively My Ecuador Trip L.L.C.) is strictly limited. As a tour operator; My Ecuador Trip L.L.C. organizes, promotes, sells, and runs tour programs and educational tours consisting of certain travel services including sightseeing tours, hotel accommodations, transportation, and meals that My Ecuador Trip L.L.C provides, purchases, or reserves from various suppliers.

1. You have voluntary signed up for this tour, and understand and have been advised that in no event will My Ecuador Trip L.L.C, or any person associated with My Ecuador Trip L.L.C. will be liable to you or to anybody representing you for any damages whatsoever including without limitations damages for loss of belongings, airfare, loss of accommodations, delay, loss of money, loss of check cards, lost saving, theft, personal injury, accidents of any type, sickness, assault, kidnapping, wrongful death, or any direct, indirect, incidental, or consequential damage/s arising out of your involvement with and with services offered by or contracted by My Ecuador Trip L.L.C. during your time in Ecuador.

2. You voluntarily agree that My Ecuador Tripp L.L.C shall not be liable to you by reason of any innocent representation or any implied warranty, condition or other term, or any duty at common law, for any loss of profit, opportunity, or any indirect, special or consequential loss, damage, costs, injuries, expenses or other claims (however caused) which arise out of or in connection with the provision of any Tour (including any delay or failure to provide it), however that, the entire liability of My Ecuador Trip L.L.C under or in connection with the tour contract shall be limited in maximum to the amount of the payments for the provision of the Tour in question.

3. You acknowledge that you have been advised of risks and damages that can occur while traveling, not limited to organized activities, tours, site visits, walking around in Ecuador, visiting tourist destinations, lectures, visiting local attractions, riding in any type of vehicle from and to all destinations, during bridge jumping, zip-lines, walking, hiking to and from waterfalls, swimming, hiking, canopying, horseback riding, going to clubs and restaurants for food and entertainment, and all other scheduled activities. You also acknowledge that My Ecuador Trip L.L.C cannot be held liable for such damages when you are taking part in activities during your free time with or without the company of My Ecuador Trip L.L.C. representatives during your stay in Ecuador.

4. When My Ecuador Trip L.L.C. supplies ancillary services, which include any services supplied by a third party, the Tour Company does not give any warranty or guarantee as to their quality, fitness for purpose or otherwise but shall, where possible, assign to you the benefit of any warranty, guarantee or indemnity given by the person supplying those services to My Ecuador Trip L.L.C. My Ecuador Trip L.L.C. does not accept any liability for whatever nature or the acts, omissions or default whether negligent or otherwise of third party suppliers of services (e.g., transportation providers, tour activities, horse owners, restaurants, or venues visited during the trip) or any other service in connection with your tour arrangements, which may be evidenced in writing by the issue of a ticket, voucher, coupon or the like and over which My Ecuador Trip L.L.C has no direct and exclusive control

5. You accept that we cannot be liable for personal injuries or damages from forces of nature, earthquakes, floods, mudslides, volcano eruptions, terrorist attacks, civil disturbance, fire, flood, unusually severe whether, acts of God, acts of Government or any other authorities, accidents , or failure of machinery or equipment or industrial action (whether or not involving or not one of our services, and any other such as acts of God.)

6. My Ecuador Trip L.L.C. is not responsible for any act or omission of yours which results in accident, death, personal injury or loss of, or damage to property of any other client.

7. Traveler agrees to obey all laws of any applicable jurisdiction during each tour. If, in My Ecuador Trip’s unfettered discretion, and without liability of any sort, My Ecuador L.L.C determines that Traveler is, or may be in violation of any law, statute, or ordinance of any applicable jurisdiction, My Ecuador Trip L.L.C. may terminate Traveler’s association with the travel adventure and My Ecuador Trip L.L.C. shall have no liability for assisting Traveler from that time forward.

8. My Ecuador Trip L.L.C. makes not representation or warranties as to the suitability of the travel adventure for Traveler or Traveler’s suitability for the travel adventure. Each traveler shall have sole responsibility for determining the appropriateness of the travel adventure for traveler.

9. Optional Excursions and Activities You acknowledge that you have been directly advised that participation in any excursion and activity which has not been pre-booked and paid for through My Ecuador Trip L.L.C. is done so entirely at your own risk, even if an activity is suggested by a tour leader or supplier. This includes and is not limited to transport to and from an event, exploring and attending an event (e.g., clubs, restaurants and other entertainment venues) or sightseeing,. You signature at end of the document indicates that you understand and accept this at your own risk.

**10. Cancellation Policy:**

**Cancellation Policy:** For cancellations up to 90 days before traveling for any reason, we will refund all your payments minus a $500 non-refundable deposit. Cancellations between 90 to 60 days before traveling for any reason will receive a 50% of your total payments (not including the $500 non-refundable deposit). Cancellations under 60 days before traveling will not be entitled to any refunds. No partial refunds are given for unused meals, hotel rooms, airport transfers, or other program activities, for any reason whatsoever. All requests for cancellation and refunds must be in writing to myecuadortrip2010@gmail.com

**Tour Cancellation:**

Any tour may be cancelled or postponed due to unforeseen circumstances faced by My Ecuador Trip. In this case the refund of all payments received shall release My Ecuador Trip L.L.C. from any further liability. My Ecuador Trip L.L.C. is not responsible for expenses incurred by trip members for a cancelled trip (e.g., visa fees, inoculations, equipment, additional charges including cancellation/change charges assessed by airlines, travel insurance, and/or travel agencies. etc.). My Ecuador Trip L.L.C is not responsible for weather or travel-related problems and will not reimburse registration fees for these issues. We would like to mention that we have never cancelled a trip.

**Travel Warning Cancellation**

11. In case of an act of war, terrorism, or the threat of an act of terrorism. Participants will receive a full refund should all of the following conditions be met: (a) a terrorist act, or threats of terrorist acts occur(s), which is directed against U.S. interests on U.S. soil or in U.S. airspace or directed against U.S. interests in any other country or in international airspace; and (b) as a result of these events, a formal Travel Warning is issued by the U.S. Department of State, stating that Americans should not travel to Ecuador and any other country or countries that are included in the participant’s tour itinerary; and (c) the formal Travel Warning by the U.S. Department of State is issued within 30 days of the participant’s departure.

12. I have consulted a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems which preclude or restrict my participation on this program. I have made arrangements to bring a complete supply of any and all prescription medications with me and have a note from my doctor prescribing their use. I am responsible for verifying such medications that might be brought through or into foreign countries.

13. **You signature below indicates that you have voluntary accepted to comply with this agreement and have purchased and or made the necessary arrangements yourself or through others to purchase and acquire liability, travel, and medical insurance** during this tour. **This contract is intended to be a full and complete release of liability and extends to My Ecuador Trip L.L.C. and its affiliated companies, its employees, representatives, agents, staff, and contractors (collectively My Ecuador Trip L.L.C.) providing services for My Ecuador Trip from others who may seek standing to recover for harm, injury or loss on my behalf.** This agreement will be valid till My Ecuador Trip L.L.C. deems it appropriate. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

 By typing my name below, I consider my electronically written name as my digital signature, holding me

 as the same rights and responsibilities of my own handwritten name.

Participant Signature or Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name as it appears on Passport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated this: \_\_\_\_\_ (day) of \_\_\_\_\_(month), \_\_\_\_\_\_\_\_ (year)

Name: My Ecuador Trip L.L.C. Signature: My Ecuador Trip L.L.C