



# Alternate Flight Arrangements Request & Release Form for Leaders & Adult Participants

Please complete and return this form with the appropriate ISE administrative fee:

- \$100 fee for requests postmarked by April 1<sup>st</sup>
- \$200 fee for requests postmarked April 2<sup>nd</sup> or later

Alternate flight arrangements are made at your own risk. Group flight arrangements may change at any time before departure. Early confirmation of alternate flight plans may result in you not traveling with your group.

Please speak with ISE before making family/companion flight arrangements. ISE cannot guarantee that your group ticket can be changed to the same airline, schedule or dates your private travel companions.

No arrangements can be made prior to receipt of this form and payment. ISE cannot guarantee alternate flight arrangements. Return this form ASAP for the best flight options and prices.

**GROUP LEADERS:** Before making alternate flight plans, please call your ISE coordinator to discuss who will be escorting your students in your absence.

## REQUEST for ALTERNATE FLIGHT ARRANGEMENTS

I am requesting one of the following change(s) in travel arrangements:

1. **Outbound flight** Desired date of travel (include alternate dates) \_\_\_\_\_

Departure city \_\_\_\_\_ Arrival City \_\_\_\_\_

2. **Return flight** Desired date of travel (include alternate dates) \_\_\_\_\_

Departure city \_\_\_\_\_ Arrival City \_\_\_\_\_

**IMPORTANT:** Enclose a check made out to ISE for the appropriate administrative fee. This amount will be refunded if alternate flights cannot be arranged. This administrative fee does not include any additional charges imposed by the airline; ISE will notify you of any additional airline charges that may apply. Dates, schedules, airlines and routing are subject to availability and booking limitations. Restrictions may apply to requests involving cities other than those indicated on the group itinerary. All additional charges must be paid in full before a ticket can be issued.

I have read the above information and agree to these stipulations. \_\_\_\_\_  
Signature

## RELEASE for SEPARATE FLIGHT

I, \_\_\_\_\_  
Name *as it appears on your passport* School ISE Program Country

assume complete responsibility while traveling separate from the ISE group. I understand that the separate flight must be accomplished without any liability on the part of ISE or the ISE group leader for any arrangements made or costs incurred. I further understand that no portion of the ISE-arranged transportation is refundable. Insurance coverage is not active while I am traveling separate from the ISE group.

I have communicated my alternate travel plans to the parents of my students and they have agreed to them. I release ISE from any and all responsibility during the time I am traveling separate from the group.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # where you can be reached during the day \_\_\_\_\_ Email address \_\_\_\_\_