

Terms & Regulations

COST OF THE TRIP

Unless otherwise noted in the trip write-up, the price of a trip includes accommodations, transportation, all meals, accident coverage, supervision and activities. The price does not include personal spending money or incidental expenditures. Any incidental expenditures incurred by a participant while on a trip are the responsibility of the participant and must be reimbursed to Sprout within 30 days of invoice receipt. All trip prices and itineraries are subject to change due to factors beyond Sprout's control.

PAYMENT AND DEPOSIT SCHEDULE

To reserve a place on any trip, a deposit of fifty per cent (50%) of the total trip price is necessary. No reservation will be confirmed until a deposit is received. The balance due is payable up to 28 days prior to the scheduled trip departure date. If final payment is not received by such time, the full deposit will be forfeited and the reservation will be lost. Registrations submitted within 28 days of departure date must be accompanied by full payment.

PARTICIPANT INFORMATION FORM (PIF)

To participate on any trip with Sprout, a Participant Information Form must be fully completed and submitted to our office with a current psychosocial or psychological report no less than 30 days prior to trip commencement. Sprout reserves the right to deny admission to any applicant we deem unsuitable to the program.

TRANSFERS & CANCELLATIONS

A transfer is defined as cancelling off of one trip and registering onto an alternate trip. All transfers and cancellations must be received in writing. Sprout can not be held responsible for transfers or cancellations not received in writing. The following refunds relate to ALL transfers/cancellations, regardless of the reason (health, psychological, etc.).

1. For transfers/cancellations made 35 or more days before departure date, all money received will be refunded minus \$50.00 and the cost of any pre-purchased tickets.
2. For transfers/cancellations made between 34 - 14 days before departure date, all money received except one half of the total trip cost will be refunded.
3. For transfers/cancellations made less than 14 days before departure date and for no-shows, no refund will be issued. For trips using cruise ships or air transportation: transfers/cancellations may be subject to stricter penalties.

SUBSTITUTIONS

A substitution is defined as one participant being replaced by another, prior to trip departure. The following refunds relate to ALL substitutions, regardless of the reason (health, psychological, etc.).

1. Arrangements must be made at least one week prior to the trip departure.

2. Person must be deemed suitable to participate on trip.
3. Substitutions are contingent upon travel restrictions.
4. Additional costs may be incurred and must be paid 3 days prior to trip departure.

ACCIDENT COVERAGE

Each Sprout participant is covered by Sprout accident coverage at Sprout's expense. Sickness and transportation are not covered. Coverage is subject to the following limitations: \$500.00 medical expenses due to accident, including \$100.00 dental expenses due to accident to sound teeth. Any expense over \$500.00 shall not be covered.

CHECK-INS / CHECK-OUTS

To ensure the pleasure and safety of our participants, we ask that a staff/parent accompany each participant to check-in the participant at the trip meeting location. This person should be prepared to meet with the trip leaders and discuss medication and any other pertinent information. Additionally, at the end of the trip, a staff person/parent should meet the participant at the pre-arranged meeting location for check-out and to receive any leftover medications, spending money or other relevant materials. We must be notified at least two weeks prior to trip departure regarding any special arrangements.

LATENESS

Because of the great inconvenience to all involved, prompt drop-offs and pick-up are of utmost importance.

Check-In: Sprout will delay a trip's departure for a maximum of 30 minutes for any late arriving participant. Beyond this time, a participant who misses a trip due to lateness will forfeit all monies paid.

Check-Out: For Safety reasons, Sprout must provide staffing until all participants have been picked up. Any expenses incurred by Sprout due to a late pick-up, including, but not limited to, increased staffing costs, additional meals, communication costs and transportation costs, will be the liability of the participant and must be paid in full to Sprout within 30 days of invoice receipt. t.

CONDUCT

Sprout reserves the right to expel any participant from a trip for any lawful reason, including, but not limited to, violation of Sprout rules, conduct detrimental to him/herself, other participants, the general public, or Sprout agents or employees. Any expenses incurred by Sprout due to the expulsion of a participant, including, but not limited to, increased transportation, accommodation and communication costs, will be the responsibility of the participant and must be paid in full to Sprout within thirty (30) days of invoice receipt.

SUPERVISION

Sprout provides 3 Sprout leaders for each group of 10-11 participants. Sprout reserves the right to alter this ratio based on actual group size, trip location or specific circumstances.

Sprout does not offer 24 hour, in-room supervision. Sprout leaders will supervise the group during daily activities as well as during normal awake hours at the lodging. Sprout leaders do not sleep in the rooms with participants, however, the leaders' room will be centrally located and easily accessible to all participants.

MEDICATION

Sprout's medication policy is to hand our participants their medications which have been blister-packed and to supervise the participants' administration of their own medication. Blister-packs must be clearly labeled with the participant's name, type of medication, dosage and times of medication. Liquids, drops, creams or inhalants should be sent in their original container with clear instructions. Any additional equipment such as blood pressure meters or glucose test strips must be provided by the participant. Any participant who arrives with medications not packed according to these specifications may not be allowed to go on the trip. For participants who are self-medicating a medication master sheet is required.

TRAVEL DOCUMENTS

Any person traveling outside the United States with Sprout is responsible for providing his or her own travel documents. Participants are required to have picture ID for any trip using air transportation. Non-U.S. citizens are responsible for checking with U.S. or foreign authorities to determine and arrange for the proper paperwork. No refund will be issued if a participant is refused boarding due to the lack of proper identification.

LOST ITEMS

Sprout is not responsible for any items lost or discrepancies in spending money during a participant's trip.

TRAVELER'S INSURANCE

Sprout does not provide traveler's insurance to cover trip cost cancellation penalties. If you need any help in attaining traveler's insurance, please contact your travel agent or the Sprout office.