

CANCELLATION or CHANGE REQUEST

11921 South Dixie Hwy. #205, Miami, FL 33156 · Toll Free TEL 800 241-1728 · FAX 305 256-1171 · www.link2sat.com

Tour Leader: _____ Today's Date: _____

School Name: _____

Tour Destination: _____ FAX: (_____) _____

Phone Home: (_____) _____ Phone Work: (_____) _____

**Please fax this form to: 305 256-1171,
or mail this form to: SAT, 11921 South Dixie Hwy. #205, Miami, FL 33156**

Cancellation Policy:

Any requests for a "Passenger Cancellation" must be on this form. The policy is based on the date we RECEIVE this form. We will fax you a confirmation after we receive this form. All refunds are processed 14 days after receipt of this form.

If you cancel 60 days or more before departure, you will be subject to a penalty equal to 50% of the per person tour price, or the total amount of the deposit paid to date, whichever is greater. You can reduce this penalty by substituting another passenger in your place. In this case, the refund amount will depend upon additional expenses incurred as a result of airline name changes, etc.

If you cancel 59 – 31 days before departure, you will be subject to a penalty equal to 75% of the per person tour price, or the total amount of the deposit paid to date, whichever is greater. You can reduce this penalty by substituting another passenger in your place. In this case, the refund amount will depend upon additional expenses incurred as a result of airline name changes, etc.

If you cancel 30 days or less before departure, there is a \$100 cancellation penalty. You will not receive any refund, however, you can substitute another passenger in your place. The new passenger can assume your payments. On tours that include an airline flight, change-of-name is subject to the airline's policies and an additional penalty fee may apply.

Passenger Name(s): _____

Reason for Cancellation or Change: _____

Did you purchase Trip Cancellation Insurance? YES NO

Office Use Only

Received By: _____ Date: _____

Confirmed: YES NO Date: _____

If no, explain why: _____