



Nettleton Commons  
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Syracuse, New York 13203

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May 2, 2017

**Travel reservation form is due to  
Advantage Travel on or before  
May 19, 2017**

**- FLIGHT INFORMATION & RESERVATION REQUEST FORM -**

**N.U.in ENGLAND  
AUGUST 15 – DECEMBER 2, 2017**

**ALTHOUGH YOUR PROGRAM FEE INCLUDES THE BASIC ROUND TRIP AIRFARE FROM BOSTON OR  
NEW YORK JFK TO LONDON, PARTICIPATION ON THE GROUP FLIGHT IS NOT AUTOMATIC.  
SUBMISSION OF A RESERVATION FORM IS REQUIRED TO BE INCLUDED ON THE GROUP FLIGHT.**

**GROUP FLIGHT ITINERARY FROM BOSTON:**

15 AUG 17	DELTA #58	DEPART: BOSTON	7:21PM
16 AUG 17		ARRIVE: LONDON HEATHROW	7:05AM
02 DEC 17	DELTA #59	DEPART: LONDON HEATHROW	9:20AM
02 DEC 17		ARRIVE: BOSTON	12:25PM

**GROUP FLIGHT ITINERARY FROM NEW YORK JFK:**

15 AUG 17	DELTA #402	DEPART: JFK NEW YORK	8:30PM
16 AUG 17		ARRIVE: LONDON HEATHROW	8:45AM
02 DEC 17	DELTA #001	DEPART: LONDON HEATHROW	10:10AM
02 DEC 17		ARRIVE: JFK NEW YORK	1:30PM

Any luggage fees\* imposed by the airlines are additional and are at your own expense. Please refer to the "Baggage" section in this document and refer to the [Delta website](#) (follow the economy class rules). Baggage policy is determined at the time airline tickets are issued, not when the reservation form is received.

**GROUP FLIGHT FEATURES**

- : Option to purchase domestic connections to the international gateway
- : Alternate return flights may be available upon request
- : Airport assistance is provided at Boston and New York JFK airports on the day of departure by N.U.in staff or Advantage Travel staff
- : Group flights are monitored by Advantage Travel personnel
- : N.U.in staff meets the group upon arrival and provides transfers from London Heathrow airport to housing facilities

**OUTBOUND TRAVEL**

- : Transportation to connect to the group flight(s) is not included (see section on "Domestic Connections").
- : Please plan to check in for your international flight a minimum of 3-4 hours prior to scheduled departure and as instructed by The N.U.in Program staff.

**DOMESTIC CONNECTIONS**

- : If you wish to have Advantage Travel provide a quote for flights to connect to the group flights, please use the space provided on the reservation request form. Suggested itineraries and pricing will be emailed to you for your review and approval.

If you are booking domestic connections on your own, please do not confirm non-refundable type tickets until you have received email confirmation of your international flights and please allow additional time between flights to claim and re-check your bag(s).

**RETURN FLIGHT INFORMATION**

- : Students who do not wish to return on the group flight(s) may request an independent return date (see section on "Modifications").
- : Airline tickets cannot be issued with an "open" return. The airline ticket must show a return itinerary and travel dates.
- : Airline ticket is valid for one year from the date of purchase. Return travel must be completed by August 14, 2018.
- : Once airline tickets are issued, the itinerary must be flown in sequential order.
- : Failure to use any portion of your ticket invalidates the entire ticket and the document loses all value.

## MODIFICATIONS

- : Your ability to make changes to the itinerary is limited. Please read the information below and consider your plans carefully before purchasing the airline ticket.
- : Students must travel together on one of the outbound flight(s).
- : A limited number of modifications are permitted per group. Modification requests will be processed on a first-come, first-served basis.
- : Itinerary modification requests must be submitted in writing. To minimize fees, they should be submitted with the original reservation request. If a modification is required after the reservation form has been submitted, the request should be submitted by email. Changes cannot be made with the airline directly.
- : Any costs incurred due to ticket modifications are the responsibility of the traveler. They are not covered by program fees.

### ON OR BEFORE MAY 15, 2017

- : If you do not wish to return on one of the December 2<sup>nd</sup> group return flights, you may request an independent return itinerary, subject to any applicable fare/tax difference.

### BETWEEN MAY 16 AND JUNE 30, 2017

- : Fees apply for all modifications.
- : If you do not wish to return on one of the December 2<sup>nd</sup> group return flights, you may request an independent return itinerary, subject to a \$100 deviation fee plus any applicable fare/tax difference.

### ON OR AFTER JULY 1, 2017

- : Fees apply for all modifications.
- : One return date change is permitted for the following fees and conditions:
  - : Date change made 30 days or more prior to the original return date and new return date: \$375 plus any fare difference.
  - : Date change made 29 days or less prior to the original return date and new return date: \$450 plus any fare difference.
- : Only one change is permitted at the fare levels shown above. Subsequent changes will result in additional fees.
- : Routing changes (i.e. adding or deleting stops, changing the cities you fly out of or into) are not permitted, even for a fee. Return travel is valid on Delta Air Lines on the originally ticketed itinerary only. Should you wish to alter your routing after your airline ticket has been issued, you will forfeit the entire value of your return ticket and will have to purchase a one-way ticket for onward travel.

**IMPORTANT INFORMATION ABOUT AVAILABILITY....**In order to book or change any flights, seats must be available in a specific inventory, which is limited and is not guaranteed. Please be flexible with your dates and make changes early to avoid disappointment.

## SUBMITTING A RESERVATION REQUEST FORM

- : Reservation request forms are due on or before **May 19, 2017**.
- : Reservation requests may be mailed, faxed, scanned and emailed or [submitted online](#). Phone orders are not accepted.
- : Airline documents are issued based on the information you provide on the reservation request form. N.U.*in* and/or Advantage Travel are not responsible for any fees incurred due to incorrect or incomplete information, so please be as accurate as possible when completing the reservation form.

## PROCESSING YOUR RESERVATION / FLIGHT CONFIRMATION

- : Group flight requests are honored on a first-come, first-served basis.
- : If you are booking the round trip group flights online you may request an immediate email confirmation. If you plan to fax or scan and email the form, our agents will process your reservation request and email you the confirmation.
- : If you have requested a quote for itinerary modification(s) or connecting flights, you will receive the flight options by email after our agents have checked rates and availability. These requests are processed manually, so please allow a few days for our agents to research the options and send you pricing and itinerary choices.
- : Please review our emails carefully and notify us of any discrepancies so that unnecessary fees and penalties can be avoided.
  - **Your first and last name must match your passport exactly.** (*Middle names generally do not appear on airline tickets.*)
  - Alternate arrangements will be offered if the dates/flights you request are not available. Therefore, it is also important that you **review your itinerary for accuracy.**
- : Should your group flight application form be received after seats on the group flight are sold out, Advantage Travel will do everything possible to get you on the same flight as the group, although a fare difference may apply.
- : Most group flight participants will not see a seat assignment on the flight confirmation. Typically, the airlines reserve a block of seats for the group and allocate individual seat numbers at the airport on the day of departure.

## DOCUMENT DELIVERY

- : Your airline ticket will be issued electronically. The e-ticket confirmation/itinerary is sent to the email addresses you provide on the reservation request form 10-21 days prior to departure.
- : Unless you request otherwise, your e-ticket will be issued round trip and the same confirmation and/or e-ticket number will apply to your return, so please do not delete this information after you reach your destination.
- : If you have NOT received your airline documents within 7 days of departure, please call Advantage Travel at 800-788-1980.  
Note: Group tickets do not have bar codes that can be scanned. You will use your confirmation number for airline check in.

## **PAYMENT**

- : The cost of the round trip group flight is billed to N.U.in.
- : Payment for any optional items is due by May 19, 2017.
- : We accept MasterCard, VISA, Certified Checks and Money Orders. Personal checks are accepted as long as they are received on or before the form due date. A \$40 fee applies to all returned checks.
- : Any luggage fees imposed by the airlines are additional and are at your own expense. Please refer to the "Baggage" section in this document.

## **CANCELLATIONS**

- : Airline tickets are non-refundable.
- : Unused flight segments are non-refundable.
- : Although this is an included program and the cost of the basic group flight is billed to N.U.in, you are still financially liable for penalties due to cancellation or withdrawal. If you sign up for the group flight and later withdraw, please notify Advantage Travel immediately to limit financial loss.

## **BAGGAGE**

- : The airlines have very strict policies with regards to luggage, which are subject to change without notice. They have the right to charge for and/or refuse overweight, oversized or additional luggage. In order to be prepared on the day of departure, all travelers must reconfirm luggage allowances and restrictions directly with the airlines. You may phone Delta Airlines at 800-241-4141 or find information on the [Delta website](#).
- : Baggage policy is determined at the time of ticket issuance and not when payment is received.
- : For current information on what can and cannot be brought onto an aircraft, please refer to the [TSA website](#).
- : The inclusion of other airlines in your flight itinerary (e.g. adding a connection from your home town) may change the rules that you need to follow. In order to be prepared on the day of departure, it is our recommendation that you check the luggage rules of all airlines in the itinerary and follow the most restrictive rules.
- : If all of your flights are on a single ticket, you can expect to through-check luggage to your final destination. If you have multiple tickets, you should expect to claim and recheck your luggage at connecting points (please allow adequate time between flights).
- : Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids, aboard the aircraft. If you do not understand these restrictions, contact your airline or go to the [FAA website](#).

## **ENTRY REQUIREMENTS**

- : All U.S. citizens traveling abroad must possess valid travel documents, which includes a passport and, possibly, a visa. Different situations require different documents. *You do not need to be in possession of these documents to make flight reservations*, however, it is your responsibility to make sure that you have the proper documentation prior to travel.
- : Most countries require that passports be valid for a certain length of time beyond your intended stay. Please make sure that you are aware of the restrictions of the country or countries you are visiting.
- : Any costs associated with the failure to have proper travel documentation (including but not limited to the loss of the entire ticket cost) is solely the responsibility of the traveler. You can familiarize yourself with the specific document requirements for the country(s) you are visiting by contacting the U.S. Department of State ([www.travel.state.gov](http://www.travel.state.gov)) or by contacting your N.U.in Program Coordinator.

## **TSA "SECURE FLIGHT" DATA**

- : Advantage Travel must collect date of birth, gender and full name from all travelers in order to satisfy federal requirements mandated by the Transportation Security Administration (TSA). Advantage Travel cannot accept or process any reservation requests, without this information. The TSA's privacy policy, as well as additional details can be found at [www.tsa.gov](http://www.tsa.gov) using the keywords, "Secure Flight".

## **SPECIAL SEAT ASSIGNMENTS**

- : Since the airlines control pre-assigned seating, Advantage Travel cannot guarantee specific seats. If you have specific seating needs due to a physical condition, please contact Advantage Travel prior to purchasing your ticket to determine if your seating needs can be accommodated.

## **SPECIAL MEALS**

- : Most standard meal requests (i.e. vegetarian, kosher, low-fat, lactose free, etc.) can be honored on long-haul flights if they are requested at least 72 hours prior to departure.
- : Allergen-free meals and/or an allergen-free environment are not available on all services. If your allergy is severe, it is strongly recommended that you carry appropriate medicine in the event of a reaction. You must notify the airlines prior to travel if you have an allergy that could result in death.

## **MEDICAL CONCERNS**

- : Air travel, in particular over long distances, exposes passengers to a number of factors that may have an effect on their health and well-being. Passengers with health concerns should consult their doctor and the airline prior to committing to travel.

## **TRAVEL INTERRUPTIONS**

- : Unfortunately, travel interruptions (schedule changes, weather, strikes, equipment malfunction, etc.) do occur and may cause disruption to your itinerary. Be prepared! Travel with extra money, cell phones and cell phone charger, clothes, and any necessary medication, etc. Advantage Travel is not responsible or liable for interruptions caused by the airlines, acts of God or others.

**RESERVATION REQUEST FORMS ARE DUE TO ADVANTAGE TRAVEL ON OR BEFORE MAY 19<sup>TH</sup>**

FORM MAY BE FAXED, MAILED, SCANNED AND EMAILED OR [SUBMITTED ONLINE](#).

*If you are faxing your form, kindly wait 24 hours before calling to see if it has been received.*

**Mail to:** Advantage Travel of CNY, Inc.  
313 East Willow Street, Suite 104  
Syracuse, NY 13203

**Fax to:** 315-471-6264  
**E-mail:** [mseverance@advantagecny.com](mailto:mseverance@advantagecny.com)

**FLIGHT RESERVATION REQUEST FORM**  
**N.U.*in* ENGLAND**  
**AUGUST 15 – DECEMBER 2, 2017**

N.U.*in* and/or Advantage Travel are not responsible for fees incurred due to incorrect or incomplete information, so care should be taken to provide complete and accurate information below.

**Traveler's Information**

\*Mandatory fields. Reservation cannot be processed without this information. Fees apply for name changes after airline tickets are issued.

Name, exactly as it appears on your passport (or the legal document you will use to check in for your flights):

\*Last \_\_\_\_\_ \*First \_\_\_\_\_ \*Middle \_\_\_\_\_

Mailing Address (incl. City, State, Zip): \_\_\_\_\_

\*Cell Phone: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_ \*Gender: \_\_\_\_\_  
MM / DD / YYYY

\*E-mail: \_\_\_\_\_

**Parent / Emergency Contact Information**

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ \*E-mail: \_\_\_\_\_

**Flight Request**

**DOMESTIC U.S. CONNECTIONS:** (If you need rates for a connecting flight to Boston or New York JFK, please use the spaces below to indicate your travel needs.)

I would like a quote for travel from \_\_\_\_\_; returning to \_\_\_\_\_

*If you are requesting domestic connections, kindly allow a few days for us to research the best flight options and respond to you by e-mail.*

**INTERNATIONAL FLIGHTS: Please choose one.**

\_\_\_\_\_ Round trip Boston

**-or-**

\_\_\_\_\_ Round trip JFK

**RETURN FLIGHT MODIFICATIONS (if applicable):** \_\_\_\_\_

**Authorization**

I acknowledge and understand that fees apply for cancellation and/or changes once the reservation request form has been processed and that expenses due to cancellation, change or withdrawal are my own responsibility.

**SIGNATURE:** \_\_\_\_\_

(Form cannot be processed without a signature.)

**Special Requests**

Please indicate any special requests: \_\_\_\_\_

\_\_\_\_\_

▼▼▼ COMPLETE ONLY IF YOU ARE PURCHASING OPTIONAL ITEMS ▼▼▼

**Fare Calculation**

(For students whose forms are submitted on or before May 19, 2017)

(If you are requesting return travel on an alternate date – any fare difference will be emailed to you.)

+ \$ 0.00 Round trip airfare from Boston or New York JFK on the group flights

+ \$ \_\_\_\_\_ Optional items (ie. domestic connections, alternate return date)

+ \$ \_\_\_\_\_ **Total amount enclosed or to be charged**

**Payment Information**

**PAY BY CREDIT CARD:** MasterCard \_\_\_\_\_ VISA \_\_\_\_\_

Amount Authorized \$ \_\_\_\_\_

Card Number \_\_\_\_\_ CVV CODE \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder's Complete Billing Address \_\_\_\_\_

Cardholder's Daytime Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Cardholder's Signature (X) \_\_\_\_\_

**PAY BY CHECK OR MONEY ORDER:**

Make payable to Advantage Travel of CNY, Inc.

Payment must be received no later than May 19, 2017.

Please send to: **ADVANTAGE TRAVEL OF CNY, INC**

**313 E WILLOW STREET, SUITE 104**

**SYRACUSE, NY 13203**

**PLEASE MAKE A COPY OF THIS FORM AND RETAIN FOR YOUR RECORDS.**

**N.U.*in* ENGLAND  
LONDON  
AUGUST 15 – DECEMBER 2, 2017**

You are responsible and bound by the regulations and policies of the carrier including, but not limited to, the information contained herein. Advantage Travel does not assume further responsibility for any aspect of your travel beyond securing this fare and issuance of your ticket. In order to acquaint yourself with the regulations that govern your travel, please review this document thoroughly and refer to the appropriate airline website. Your acceptance of this fare and ticket constitutes acknowledgement of the above.