



Nettleton Commons
313 East Willow Street, Suite 104
Syracuse, NY 13203

Phone: 315-471-2222 or 800-788-1980
Hours: 9am-5pm ET, Monday-Friday
E-mail: pdevlin@advantagecny.com

**Travel reservation form is due to
Advantage Travel on or before
May 30, 2018**

Advantage Travel partnering with N.U.in

presents

**N.U.in IRELAND: CIEE
GROUP FLIGHTS
SEPTEMBER 7 – DECEMBER 22, 2018**



**PARTICIPATION ON THE GROUP FLIGHT IS NOT AUTOMATIC.
SUBMISSION OF A RESERVATION FORM IS REQUIRED TO BE INCLUDED ON THE GROUP FLIGHT.**

GROUP FLIGHT BENEFITS

- Fly with your classmates or request independent return travel
- Option to change your return date once you are abroad
- Option to purchase domestic connections to the international gateway
- Airport assistance is provided at Boston airport on the day of departure by N.U.in staff. Larger groups are met at JFK airport by Advantage Travel staff.
- N.U.in staff meets the group upon arrival and provides transfers from Dublin airport to housing facilities

PROGRAM FEES INCLUDE ROUND TRIP AIRFARE BETWEEN BOSTON OR NEW YORK JFK AND DUBLIN

Current taxes, fuel surcharges, government and airline fees are included in basic airfare costs. However, they are subject to change until tickets are issued. 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 visit the [Aer Lingus Website](#). Baggage policy is determined at the time airline tickets are issued; not when the reservation form is received.

FLIGHT ITINERARIES

Advantage Travel has secured seats on round trip flights from Boston and New York JFK to Dublin (see below).



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GROUP FLIGHT ITINERARY FROM BOSTON:

AIR							
	Flight Number EI0138	Class: Economy	From: Edward L. Logan, Boston, Massachusetts - Terminal C	Leaving: Fri 07 Sep 09:30PM	Destination: Dublin , Ireland - Terminal 2	Arriving: Sat 08 Sep 08:40AM	Flying Time: 6h10m Stops: 0
AIR							
	Flight Number EI0139	Class: Economy	From: Dublin , Ireland - Terminal 2	Leaving: Sat 22 Dec 04:20PM	Destination: Edward L. Logan, Boston, Massachusetts - Terminal C	Arriving: Sat 22 Dec 06:40PM	Flying Time: 7h20m Stops: 0

GROUP FLIGHT ITINERARY FROM NEW YORK JFK:

AIR							
	Flight Number EI0108	Class: Economy	From: John F. Kennedy, New York, New York - Terminal 5	Leaving: Fri 07 Sep 08:50PM	Destination: Dublin , Ireland - Terminal 2	Arriving: Sat 08 Sep 08:40AM	Flying Time: 6h50m Stops: 0
AIR							
	Flight Number EI0109	Class: Economy	From: Dublin , Ireland - Terminal 2	Leaving: Sat 22 Dec 04:10PM	Destination: John F. Kennedy, New York, New York - Terminal 5	Arriving: Sat 22 Dec 07:05PM	Flying Time: 7h55m Stops: 0

RESERVATION REQUEST FORM IS DUE TO ADVANTAGE TRAVEL ON OR BEFORE MAY 30, 2018

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

If you are accepted after the deadline please contact Advantage Travel for group flight availability and pricing.

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

E-mail: pdevlin@advantagecny.com

FLIGHT RESERVATION REQUEST FORM

**N.U.in IRELAND: CIEE
DUBLIN, IRELAND
SEPTEMBER 7 – DECEMBER 22, 2018**

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.

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

*Last _____ *First _____ *Middle _____

*Date of Birth _____ *Gender _____
MM / DD / YYYY

Mailing Address (street, city, state, zip): _____

*Cell Phone: _____ Trusted Traveler or Global Entry No.: _____

*E-mail: _____

(Please provide an active email that you check regularly as all correspondence will be sent to this email address.)

Parent / Emergency Contact Information

Emergency Contact Name: _____ Relationship: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ E-mail: _____

Flight Request

DOMESTIC U.S. CONNECTIONS: (If you would like a quote on domestic connections, 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:

____ I wish to travel round trip with the group from **BOSTON**

-or-

____ I wish to travel round trip with the group from **NEW YORK JFK**

-or-

____ I wish to travel independently:

Depart from _____ Travel to _____ Date _____

Depart from _____ Travel to _____ Date _____

Authorization

I have read the terms and conditions contained herein and acknowledge and understand that fees apply for cancellation and/or changes once the reservation request form has been processed.

SIGNATURE of TRAVELER: _____
(Form cannot be processed without the appropriate signature.)

Special Requests

Please indicate any special requests: _____

Fare Calculation

For students whose forms are submitted on or before May 30, 2018.
If you are requesting connecting flights and/or itinerary modifications, any fare difference will be emailed to you.

+ \$ 0.00 Round trip group flights including *taxes, fuel surcharges, airline and government fees
*subject to change until airline tickets are issued

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

Payment Information for Optional Items

I understand that taxes, fuel surcharges, government and/or airline fees are subject to change until tickets are issued (not when payment is made). Advantage Travel of CNY, Inc. agrees to notify me of any increase or decrease in these mandatory fees after the reservation form has been submitted and I hereby authorize Advantage Travel of CNY, Inc. to charge or credit my account for any cost difference.

SIGNATURE of TRAVELER: _____

SIGNATURE of CARDHOLDER OR CHECK SUBMITTER: _____
(Form cannot be processed without the appropriate signatures.)

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 is due on or before May 30, 2018.
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 IRELAND: CIEE
DUBLIN, IRELAND
SEPTEMBER 7 – DECEMBER 22, 2018**

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 the airfare 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 and government websites. Your acceptance of this fare and ticket constitutes acknowledgement of the above.

TERMS AND CONDITIONS

SECTION 1 WHAT YOU CAN AND CANNOT DO WITH THE AIRLINE TICKET YOU ARE PURCHASING
SECTION 2 MAKING YOUR RESERVATION.....
SECTION 3 PREPARING FOR YOUR TRIP.....
SECTION 4 AT THE AIRPORT.....

Section 1

What you can and cannot do with the airline ticket you are purchasing

Return Travel

Students who do not wish to return on the group flight(s) may request independent travel arrangements. Airline tickets cannot be issued with an “open” return. The airline ticket must show a return itinerary and travel dates. Return travel must be completed by September 6, 2019.

Modifications

Your ability to make changes to the itinerary is limited. Please read the information below and consider your plans carefully before purchasing your airline ticket. 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 30, 2018

If you do not wish to return on the group flight, you may request an independent return date (\$100 per change plus any applicable fare difference).

ON OR AFTER MAY 31, 2018

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: \$225 plus any fare difference. Date change made 29 days or less prior to the original return date and new return date: \$300 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 Aer Lingus 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. 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.

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; a fare difference may apply. *Please be flexible with your dates and make changes early for best availability and to avoid disappointment.*

Cancellations

Although this is an included program and the cost associated with the basic group airline ticket is billed to N.U.in, you are still financially liable for penalties due to cancellation or withdrawal.

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Section 2

Making your reservation

Payment

Basic round trip airfare costs from Boston or New York JFK on the group flights are billed to N.U.in. Payment for any optional items is generally due at the time of ticketing. 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.

Reservation Request Form

Reservation request forms are due on or before May 30, 2018. Reservation requests may be mailed, 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.

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. TSA's privacy policy, as well as additional details can be found at www.tsa.gov using the keywords, "Secure Flight".

Domestic Connections

If you wish to have Advantage Travel provide a quote for flights to connect to the program flight(s), 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). **Students who need to make connections to get to/from the east coast for the group flight departures are advised to review the group flight times on the 2nd page of this document and consider which group flights will work best on both the outbound and return. Routing changes are not permitted after airline tickets are issued, so you will not be able to switch from one return city to another later on.**

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 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, middle and last name must match your passport exactly. The airlines charge for name changes after airline tickets are issued (up to the cost of a brand new ticket), so please make sure that the name on your reservation confirmation matches the name on your passport. 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 all 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.

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.

Document Delivery

Your airline ticket will be issued electronically. The e-ticket confirmation / itinerary is typically sent to the email address(es) 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: The e-ticket that you will receive from us will not have a bar code that can be scanned. You will use your confirmation number for airline check-in.

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Section 3

Preparing for your trip

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 Aer Lingus at 1-888-474-7424 or find information on the [Aer Lingus Website](#) (follow the low fare, long haul rules). Baggage policy is determined at the time of ticket issuance; 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](#).

EFFECTIVE JANUARY 2018: Spare lithium batteries should be removed from any checked or gate-checked baggage. You should also plan to remove lithium batteries that are part of bags themselves (sometimes referred to as "smart bags"). These batteries can be transported in your carry-on baggage. Most airlines will refuse to accept any bags with non-removable lithium batteries.

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) or by contacting your study-abroad program coordinator.

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. Traveling with medical oxygen, mobility aids and other assistive devices may require airline pre-approval or be restricted from carriage entirely. Passengers requiring these items should contact the airline operator for information on use of such devices.

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Section 4

At the airport

Check-in

Students departing from Boston should plan to arrive at the airport at least 3 hours prior to flight departure. Students departing from New York should plan to arrive at least 4 hours prior to departure. Group flight participants departing from Boston will be met by an N.U.*in* staff member. Larger groups departing from JFK are met by an Advantage Travel representative.

Airport Security

New security measures may result in additional searches and questions at the airport. Customers may be asked to turn on personal electronic or battery powered devices in order to demonstrate how they work. If, when requested, you are unable to turn your device on, you will not be able to travel with your device and/or be denied boarding. To help avoid delays to your journey please ensure you arrive at the airport with all your devices fully charged. Passengers can choose to place any uncharged or not working devices into their checked luggage at check-in.

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.

Travel Assistance

If you are delayed getting to the airport for any reason, please call us toll-free at 1-800-788-1980. If you get the answering machine, please leave a message with your name, phone number and a brief description of your situation AND call the emergency number provided in the automated message. Our agents will make every effort to assist you in getting to your group flight.

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