



**SCHOOL
EXCURSIONS
AUSTRALIA**
custom school tours

SEAust Pty Ltd
t/a School Excursions Australia
Office – 02 6100 8467
3130 Benambra Corryong Road, Nariel VIC 3707
info@schoolexcursionsaustralia.com.au
ABN: 58 653 161 794

BOOKING TERMS, CONDITIONS & ENGAGEMENT

Bookings are made on your behalf by SEAust and we will act as 'your agent'. This request is required in writing. All monies are collected via an itemised invoice and are due payable as per each invoice.

No bookings are secured until these booking conditions are returned, your deposit invoice is paid and third party booking conditions have been accepted on your behalf by us, your agent. All bookings must be paid for 14 days prior to travel or as otherwise stated on your Final Invoice. **All payments must be received before travel to pay third parties and by the date of invoice.**

Quotes:

Costs are quoted on given numbers and will only vary if these numbers are altered, third party costs are changed without notice or if attractions, accommodation or transport requests are altered.

General Schedule of Fees:

Deposits – All deposits paid to School Excursions Australia are Non-Refundable
Change Fee – Any applicable change fees from suppliers/airlines will be applicable
Cancellation Fee – Cancellation after final payment are 100% non refundable
Itinerary Planning Fees – Based on a percentage of travelling numbers and vary from group to group.
Travel Insurance – Quoted on by third party provider directly (no extra fee applies)

All CREDIT CARD transactions will attract a 2.2% processing fee.

Deposits:

All deposits are non-refundable. In the case of travel restrictions imposed that are outside of your control any deposits may be requested to be transferred to a forward booking or tour. SEAust will request this on your behalf from all third parties. However, we have no liability for third parties and is not responsible for returning any deposits paid out to third party providers. No individual (student) refunds will be applied.

Final Payments:

Final Invoices will be raised on final numbers received from your group. No refunds are given to individual students after Final Invoice has been issued to school. SEAust highly recommends students take out travel insurance if they are concerned about liability.

(continued over)



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Transport:

Coaches are fitted with seat belts, air conditioning and adhere to all safety standards. Coach size depends on group numbers and availability. Flight booking conditions are referred to individual airline policies.

Notice of Liability:

All tour members must accept: School Excursions Australia do not undertake any liability for any loss, damage or injury that occurs in any connection with the supply from booked providers on your behalf by SEAust. Tour leaders must accept SEAust is a booking agent only and is not responsible for or to third party providers on your behalf.

Agreement to Provide Information:

Tour leaders agree to provide all information by due dates to School Excursions Australia needed to supply to third party providers to ensure itineraries, transport and accommodation needs are met. These dates will be provided as soon as possible on booking. SEAust take no responsibility on late changes and costs incurred due to these changes.

All extra details MUST be provided to SEAust as requested, including dietary requirements.

Third Party Booking Conditions:

SEAust will provide third party booking conditions where necessary and do not take responsibility for any variance incurred by these.

Covid 19 & Illness It is the responsibility of the individual to ensure they do not travel while unwell. However, if any persons on tour falls ill and tests positive to a highly contagious illness they must isolate and will advised not to attend public spaces. SEAust take no responsibility for any extra costs incurred during this period and highly recommend comprehensive travel insurance for all participants. Isolation procedures at accommodation venues will be supplied before travel. All costs pertaining to this is the responsibility of the individual, no allocation has been made in the costing of the tour.

Complaint Handling/Disputes:

School Excursions Australia is a proud to hold ATIA Accreditation, ATIA is an industry accreditation scheme that sets the benchmark of quality for the travel industry. ATIA is also responsible for monitoring our compliance with the ATAS Code of Conduct (the Code) and assisting in the resolution of complaints. If you would like to know more about the Code, you can visit the ATAS website www.atas.com.au.

Please click here to read our ['Privacy Policy'](#)

We act as an Agent; and our Terms and Conditions are in addition to the Terms and Conditions of each Travel supplier listed on the quote/itinerary

We would like to engage School Excursions Australia to act as our booking agent for our tour.



BOOKING TERMS, CONDITIONS & ENGAGEMENT

We have read and understand the above booking conditions and agree to them as stated.

Upon returning this form we would like to accept the quote given to us by School Excursions Australia and ask them to make all of the bookings necessary on our behalf.

Click on fields to enter data *

*Esign accepted**

School Details			
School Name			
School ABN			
School Address			
School Email			
School Phone			
Accounts email			
Organising Teacher/s – please ensure we have a mobile of teacher attending excursion.			
Contact Name			
Contact email			
Contact mobile			
Contact Name			
Contact email			
Contact mobile			
Excursion/Tour Information			
Departure Date			
Duration/Destination			
Number of students		Number of Teachers	
Number of Extras		Year of Students	
Signed			
	Print Name	Signature	
Principal			
Organising Teacher			
Date			

Please return to info@schoolexcursionsaustralia.com.au to confirm your tour.
Subject – (School Name) Booking Conditions