



## Cancellation and/or Name Change Policy

At Xtreme Trips, your business is very important to us. We strive to provide the best in customer care. If in the worst case event where you cannot make your trip; please be aware that your money paid is non-refundable. There is the option to transfer your trip to another person. In the event that a problem such as this arises, please contact our office at (954) 563-7112 opt 3 or email us at [HSinfo@XtremeTrips.com](mailto:HSinfo@XtremeTrips.com).

**CANCELLATIONS, SUBSTITUTIONS, AND REFUND POLICY:** All payments received by XTREME are non-refundable and non-transferable. If you can no longer go on your trip, you can find someone to substitute your reservation by doing a name change. There is a \$20 name change fee assessed prior to final balance payment due dates. Name changes must be made via email, fax, or mailed by letter by the traveler that is cancelling their trip. All name change requests made after final balance payment due dates are assessed a \$20 name change fee. No name changes will be allowed less than 10 days prior to departure unless otherwise authorized by XTREME in writing. THERE ARE NO EXCEPTIONS TO OUR CANCELLATION POLICY. THIS INCLUDES NO EXCEPTIONS FOR MEDICAL EMERGENCY, MEDICAL PROCEDURES, FAMILY EMERGENCY, DEATH, or any other reasons for cancellation. The purchase of travel insurance is highly recommended and may cover part of the refund in the event of a medical emergency. Please see the traveler's insurance policy at Travel Insured International at 1-800-243-2440.

**UNUSED TOUR SERVICES:** No refund will be issued for unused accommodations, flights, cruises, bus, transportation, or tour services if the tour participant leaves the tour for any reason.

I wish to:

- ☐ Transfer my reservation to another traveler
- ☐ I am a new traveler taking place of a cancelled account

A full refund less than a \$20 per person name change fee and any vendor-imposed fees will be issued from the new traveler to the original traveler. Xtreme does not directly refund the original traveler. A completed online registration and minimum deposit payment of the new participant must be received in order to complete the name change otherwise the normal cancellation policies will apply.

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

Medical Conditions or Allergies (if any): \_\_\_\_\_

Transferor/Transferee Name: \_\_\_\_\_ Phone: \_\_\_\_\_ DOB: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form must be completed and faxed to (561) 939-8349 or scanned and emailed to [HSinfo@XtremeTrips.com](mailto:HSinfo@XtremeTrips.com)**