The completion of this booking form is a legal requirement and is VITAL for the administration of your Tour.

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| **BOOKING FORM (student tours)** | PLEASE COMPLETE **ALL** SECTIONS PLEASE COMPLETE IN BLOCK CAPITALS  |

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| Booking Reference Number:  | Telephone Number: Mobile Number: Overseas Mobile: Email Address/es: |
| Party Leader's Name: Position:Department:  |
| Name of Institute: | Emergency Contact Details (please give name and number) |
| Address of Institute: Post Code:  | 24hour UK contacts(landline & mobile)Party Leader 1:Party Leader 2:  |

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| PARTY COMPOSITION  |
| Age at date of travel  | Students 18 years and under  | Students 19 – 25 years old | Students over 25 years old | Free Adults / Staff  | Paying Adults / Staff  | Total (M)/(F)  | Total in Group  |
| MALE  |   |   |   |   |   |   |   |
| FEMALE  |   |   |   |   |   |   |

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| TOUR DETAILS  |
| Destination:  | Days: Nights:  | Method of Travel (please tick):  |
| Departure Date: Requested Departure Time from Institute  | Air | Coach | Rail | Eurostar | OwnArrangement |
| □ | □ | □ | □ | □ |
| Date of Return: Requested Departure Time from Resort: (subject to availability)  | Name of requested accommodation:  |
| Number of Singles:  | Number of Twins:  |
| OTHER REQUIREMENTS (please tick if required - we will get back to you with the price and availability) * UK airport coach transfer
* Overseas airport coach transfer
* Insurance
* Guided Tours
* Meals
 | Number of Triples:  | Number of Multi-Bedded:  |
| **Paying passengers are allocated multi-bedded rooms (other than mentioned on your provisional booking letter). Other rooming requirements will incur a supplement. Please include any children sharing with adults.** |

**DEPOSITS (please make cheque payable to Travelbound)**
Please refer to your latest provisional booking letter for deposit amount to be paid.

\_\_\_\_\_\_ paying passengers at £ \_\_\_\_\_\_ per person = Total Amount Enclosed £ \_\_\_\_\_\_

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| I understand that all deposits are non-refundable and that the final balance is payable in full 8 weeks before departure. I certify that I am authorised to make this booking on behalf of all party members and that I/we have read and agree to the relevant Booking Conditions and Terms of Business, and the general information in the relevant brochure, website and that my/our booking is made upon subject to those terms.  |
| SIGNED: …………………………………………………………………………….. | DATE: …………………………………………………………………………………… |