



## Payment and Cancellation Policy

**Payments:** Payments are due on the dates set forth from Club Members in good standing. You may make payment in person or mail your check prior to the due date, payable to **Oak Park Ski Club:**

Jeremy LaScola  
Trip Director  
C/o OPSC  
PO Box 1162  
Des Plaines, IL. 60017

Failure to meet the payment schedule within one week may cause the loss of reservation. There will also be a \$25 charge for late payments received after the due date or checks returned for insufficient funds plus any bank charges assessed the Club. Any additional fees levied by the airlines, airport or change of exchange rate shall be paid by each Member as requested.

**Cancellation Policy:** If, after making your initial deposit, you find it necessary to cancel for any reason, you must do so in writing. You shall be assessed a fee for each reservation canceled. The cancellation fees vary depending on the airline policies and date of cancellation. The Trip Director will work closely with the tour operators to minimize cancellation fees to the extent of our power to do so. Any recoverable expenses may be refunded after the trip returns.

**Lodging Cancellation Policy:** Each trip has a lodging cancellation date with penalties based on when the space is dropped and whether entire hotel room or condominium unit is dropped. If a single pillow is dropped it is possible that you will be held responsible for the empty spot in that unit. Again the Trip Director will work with you to try to replace you spot. Any lodging cancellation after the penalty date will incur a \$25 penalty payable to the Club and that penalty will not be refunded. Each airline has its own cancellation and penalty policy and you will be informed of the policy with each trip.

**Transferability:** Your spot may be transferred to another Club member provided that the bed assignments work. Therefore if a single female cancels, then a female replacement works. If a couple cancels, then the replacement must be another couple, 2 females or 2 males.

**Name Changes:** In addition to the cancellation fee, after tickets are printed a name change will incur a change fee of the greater of \$125 or airline charges to the Club. Tickets are normally prepared 45 days prior to the trip.

**Flight Deviations:** If such deviations are available, the Member will be assessed \$50 above and beyond any additional airfare cost.

**Airline ticketing will only be completed for member when the Agreement of Release form has been returned to the Trip Director completed and signed.**

**Damages:** All individual are responsible for any damages to property that they are utilizing and will be held liable for such damages.

**You may alleviate penalties if you request the travel insurance, when available.**

I acknowledge receipt of the Payment and Cancellation terms:

Club Member: \_\_\_\_\_ Date: \_\_\_\_\_

Travel Insurance Coverage: Yes \_\_\_\_\_ No \_\_\_\_\_