



# Alternate Flight Arrangements Request & Release Form for Students

Please complete and return this form with the appropriate ISE administrative fee:

- \$100 fee for requests postmarked by April 1<sup>st</sup>
- \$200 fee for requests postmarked April 2<sup>nd</sup> or later

Alternate flight arrangements are made at your own risk. Group flight arrangements may change at any time before departure. Early confirmation of alternate flight plans may result in your student not traveling with his/her group.

Please speak with ISE before making family/companion flight arrangements. ISE cannot guarantee that your student's group ticket can be changed to the same airline, schedule or dates as his/her private travel companions.

No arrangements can be made prior to receipt of this form and payment. ISE cannot guarantee alternate flight arrangements. Return this form ASAP for the best flight options and prices.

## REQUEST for ALTERNATE FLIGHT ARRANGEMENTS

I am requesting one of the following change(s) in travel arrangements:

1. **Outbound flight** Desired date of travel (include alternate dates) \_\_\_\_\_

Departure city \_\_\_\_\_ Arrival City \_\_\_\_\_

2. **Return flight** Desired date of travel (include alternate dates) \_\_\_\_\_

Departure City \_\_\_\_\_ Arrival City \_\_\_\_\_

**IMPORTANT:** Enclose a check made out to ISE for the appropriate administrative fee. This amount will be refunded if alternate flights cannot be arranged. This administrative fee does not include any additional charges imposed by the airline; ISE will notify you of any additional airline charges that may apply. Dates, schedules and airline routing are subject to availability and booking limitations. Restrictions may apply to requests involving cities other than those indicated on the group itinerary. All additional charges must be paid in full before a ticket can be issued.

I have read the above information and agree to these stipulations. \_\_\_\_\_  
Parent/Guardian Signature

## RELEASE for SEPARATE FLIGHT

My son/daughter/ward \_\_\_\_\_  
Student name *as it appears on his/her passport* \_\_\_\_\_ Date of Birth (MM/DD/YY) \_\_\_\_\_

\_\_\_\_\_ School \_\_\_\_\_ ISE Program Country \_\_\_\_\_

has my permission to travel separate from the ISE group. I assume complete responsibility for the above-named participant while he/she travels without the ISE group. I understand that the separate flight must be accomplished without any liability on the part of ISE or the ISE group leader for any arrangements made or costs incurred. I understand there is a risk that the air arrangements for my student's group may change after alternate arrangements have been made for my student and thus he/she may no longer be able to fly with the group. I further understand that no portion of the ISE-arranged transportation is refundable. Insurance coverage is not active while my student is traveling separate from the ISE group.

I release ISE and the ISE group leader(s) from any and all responsibility for the above-named participant during the time my student is traveling separate from the group.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # where you can be reached during the day \_\_\_\_\_ Email Address \_\_\_\_\_