

# ASA Reservation Form

Please complete one form in block letters and sign, for each participant. Additional copies may be requested from ASA or this form may be photocopied (both sides please). Please mail:

- Your ASA Reservation Form
  - A deposit of \$500.00 per person (cheques should be made payable to **Australians Studying Abroad**)
- to: P.O. Box 8285, ARMADALE, VICTORIA, 3143.

**NAME OF COURSE: CC21102 MONASH UNIVERSITY - Intensive Italian at Prato group**

## Airfare & Accommodation Price

\$5370.00 including airfare with Malaysian Airlines & Accommodation

### Price includes:

- Return airfare, economy class with Malaysian Airlines
- Airfare taxes to the value of \$570.00 AUD
- Accommodation in Prato at the Calamai Apartments
- Airport transfer on arrival: Rome Airport - Prato (if travelling on the group flights)

### Price does not include:

- Breakfast, lunch and evening meals
- Personal spending money
- Luggage in excess of 20 kg (44lbs)
- Porterage
- Travel insurance
- Airport transfer from Prato to Rome on departure
- Visas (if applicable)
- Airfare taxes exceeding the value of \$570.00 AUD
- Public transport within cities, and entrance fees to museums and galleries.
- Accommodation for the night of 19 February in Rome (applicable only to those students wishing to return home immediately the course ends).
- Italian Student Visa Note: ASA will assist students in obtaining their student visa. Further information will be sent to you in due course.
- HECS-HELP fees, 'Single Subject' fees or \$600.00 AUD 'Non-Assessed' fee.

## Correspondence

The fastest way for ASA to correspond with you about your travel plans is by email. Please indicate your preferred method of receiving correspondence from ASA

Postal Mail       Email Address (please print clearly): \_\_\_\_\_

## Air Arrangements

I wish to depart from (city in Australia) MELBOURNE on (date) MONDAY 3 JANUARY 2011

I wish to return from (city in Europe) \_\_\_\_\_ on (date) \_\_\_\_\_

ASA group airfares are usually very flexible. Although you are normally required to depart with the group, the airfare will allow you to extend your travels at the conclusion of the tour, and in some cases return from an alternate European city (note a fee may apply). Please contact our office for further information. It is a requirement of the airline that you nominate a return date.

## Additional Arrangements - extending your travel in Europe

Should you require additional travel arrangements, such as rail, accommodation, hire car or tours, please contact your ASA consultant. Listed below are some ideas for additional arrangements should you decide to extend your stay in Europe after your course has finished.

- Airfare:** Should you wish to return from another European capital city this may incur an additional charge. Please contact ASA for further information.  
Note: all variations from the standard group itinerary are subject to availability.
- Rail:** Eurail offers an economical way to travel around Europe to all major destinations.
- Insurance:** Should you have a student ID card and provide a photocopy with your application form to our office we will offer a **10% discount** when you purchase your travel insurance through Australians Studying Abroad.



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# ASA Reservation Form

## Accommodation

'Calamai Riverside' Apartments  
Viale Galilei 31  
Prato 59100

Tel: +39 0574 61411; Fax: +39 0574 42020

Website: [www.calamairiverside.com/camillo/apartments.html](http://www.calamairiverside.com/camillo/apartments.html)

The Calamai mini-apartments are located on the first floor of a semi-converted textile mill & factory (ground floor still consists of offices), which still maintains its historical façade. They are located 5-10 min. walk from the Porta Serraglio Railway station, and 15-minute walk from Monash University and Prato's historical centre. Each apartment can accommodate up to 4-5 people, and generally consist of 2 single beds upstairs, and 2 or 3 sofa beds downstairs.

Each apartment is open plan, divided by a mezzanine floor (accessed by a steep staircase) and is made up of:

- kitchen with oven, hotplates and fridge
- living area with dining table, TV & sitting area
- 2 bathrooms (one on each floor) each with shower, toilet and sink
- four or five single/sofa beds

Facilities include:

- ADSL internet connection
- Heating
- Air-conditioning
- Television
- Weekly linen change
- Communal laundry available on site.

Note: Apartments do not include daily cleaning, linen is changed on a weekly basis. A steep staircase dividing the kitchen area with the upstairs bedroom makes these apartments less suitable for anyone unsteady on their feet. For further information, or to view the apartment floor plans please refer to the website given above.

Below we have asked you to indicate your accommodation preference please indicate with a tick (✓), and with whom you wish to share:

- 4-Bedded mini- apartments
- I wish to share with \_\_\_\_\_
- I wish to share with \_\_\_\_\_
- I wish to share with \_\_\_\_\_

## Applicant Details

**APPLICANT DETAILS \*\* WARNING: All travel documents must be issued with your correct passport name!\*\***

TITLE  Mr  Mrs  Ms  Miss  Dr  Other

FIRST NAME (as in passport) Preferred FIRST NAME

MIDDLE NAME (as in passport)

SURNAME (as in passport)

POSTAL ADDRESS

STATE POSTCODE

TEL. (AH) ( ) TEL. (BH) ( ) FAX ( )

E-MAIL address

Date of birth GENDER Male  Female  Smoker  Non-Smoker

It is important that all information regarding dietary requests is correct. Please complete the following carefully:

Airline Seat preference (please note request only):

Airline meals:  Standard  Vegetarian (incl. eggs & dairy)  Vegetarian (no eggs or dairy)  Other (specify)

Meals during the tour:

Please tick (✓) if you require a standard meal on tour - no special dietary requirements:  Standard tour meals

Please tick (✓) if you CAN NOT eat any of the following:  fish  poultry  red meat  dairy products  eggs  pork

Please specify if you have any further dietary requirements or food allergies:

### PASSPORT DETAILS

Increased world security requires that your travel documents and all in-country local reservations exactly match your passport name. It is therefore essential that if you have a current passport with at least 6 months validity from date of return into Australia a photocopy of the first page is sent to ASA with this reservation form. **Please tick the applicable box below:**

I have enclosed a copy of my current valid passport  please tick (✓)

My passport is not current or does not have at least 6 months validity from date of return into Australia  please tick (✓) \*\*

I am applying for a new passport and will forward a copy to ASA as soon as I have received my new passport  please tick (✓) \*\*

\*\* If a copy of your passport is not enclosed, please advise your Nationality:

**It is the responsibility of the client to ensure that any revised passport information is forwarded to ASA.**

# ASA Reservation Form

## Person to Notify in Case of an Emergency

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

## Medical Conditions

Monash University's overseas credit courses may require, on occasion, a substantial amount of physical exertion. This form requests disclosure of all relevant medical conditions, physical or mental disabilities or any other related information which may affect the ability to fully participate in the activities forming the course. The purpose of seeking this information is to assist Monash University in determining the suitability of a participant for a particular overseas course, to identify those circumstances where unjustifiable hardship may result to Monash University, and to address how Monash University may be able to make 'reasonable accommodation' to cater for those participants, where only a minor modification may be needed. Please outline whether you suffer from any medical conditions in any of the following areas:

Respiratory \_\_\_\_\_  
Spinal \_\_\_\_\_  
Cardiac, including Blood Pressure \_\_\_\_\_  
Allergies \_\_\_\_\_  
Sight/Sound \_\_\_\_\_  
Mobility \_\_\_\_\_  
Mental Illness \_\_\_\_\_  
Any other condition which may affect your ability to participate on this tour? \_\_\_\_\_

The information provided in this form will be treated with the strictest confidence. If Monash University has any concerns based on the information provided by you, we shall contact you to discuss those concerns, and may request further information or clarification of the information previously provided. This may include a medical certificate from your doctor confirming that you are fit to participate on the selected course.

**If any of the details requested on this form are not yet available (eg passport details), please still forward your form and communicate these details at a later date.**

I have enclosed a deposit of \$ \_\_\_\_\_ for my accommodation and air travel arrangements.

I understand that this deposit is refundable up to 75 days before departure (less cancellation fee).

## LIABILITY RELEASE: Please read carefully and sign the following:

I have read the related information pertaining to the air travel and accommodation arrangements of which I am a participant, that has been organized by Australians Studying Abroad Pty Ltd. I am aware of the terms and conditions of these travel arrangements relating to refunds and cancellations, responsibility and liability. I understand that there are inherent dangers and risks that may occur with this tour, known or unknown, relating to but not limited to air, coach, car and ship travel, walks, camera equipment, accidents and/or illnesses and acts of nature, man or God.

In consideration of the right to participate in these arrangements, I hereby release Australians Studying Abroad Pty Ltd and its agents, associates or related parties from all responsibility for damages, injuries, losses or delays due to any reason whatsoever and hereby assume all risks and dangers in connection with these arrangements.

Date \_\_\_\_\_ Signature(s) \_\_\_\_\_

# Booking Conditions

## To Make a Reservation

If you plan to participate in this subject, you should send a completed **ASA RESERVATION FORM** together with your deposit of **\$500.00** to **Australians Studying Abroad**. (Cheques should be made payable to: **Australians Studying Abroad**).

## Monash University Student Agreement Form

All participants will receive prior to departure a **Monash University Student Agreement Form**. It is a condition of travel that all students complete this form, and return it to ASA no later than 75 days prior to departure (ie together with final payment for your travel arrangements).

## Confirmation of Your Booking

When we have received your ASA Reservation Form and Monash University Student Agreement Form together with your deposit, and assuming there is accommodation & air travel available, we will send you confirmation of your booking and relevant travel details. It is from this moment that a firm contract exists between you and Australians Studying Abroad Pty Ltd (hereafter called ASA) on the basis of these booking conditions and the travel details sent to you. If a place is not available we will return your payment. ASA does however reserve the right to refuse to accept a booking without necessarily giving a reason.

## Note on the Airfare

When travelling on the group air package, you are not obliged to return home immediately your tour ends. You must, however, nominate a return date on your reservation form.

## Travel Insurance

It is a condition of travel that you are covered by some form of international travel insurance. Note, travel insurance may not cover costs incurred due to a pre-existing illness or other conditions. Your insurance can be arranged through ASA. All participants must provide no later than 75 days prior to the commencement of the program:

- a copy of your travel insurance certificate
- the emergency telephone no. of your insurance company

## Passport Details

All participants must provide no later than 75 days prior to the commencement of the program a photocopy of the front page of their current passport.

## Paying the Balance

Balance (full price minus \$500.00) must be paid to Australians Studying Abroad 75 days before you depart. You will receive an invoice from Australians Studying Abroad at this time. Upon receipt of payment we send you a receipt.

## Payment by Credit Card

Payment by credit card will incur the following card service fees:

- Mastercard, Visa or Bankcard: 1.95%
- American Express: 1.95%
- Diners Club: 2.7%

## Changes in the Airfare, Accommodation or Monash University Prato Centre

The price of your airfare, accommodation and Monash University Prato Centre fees may change with currency fluctuations, airfare increases, or if the group size is **under fifteen**. We shall, however, do all in our power to maintain the **published price**.

The course price includes taxes on the airfare of **\$570.00** per person. Taxes were correct on **6 May 2010**; however airlines will not guarantee the taxes until the air tickets are issued. Taxes may increase due to currency fluctuation, additional tax levies, fuel or security surcharges. These increases will be added to your balance of payment or maybe invoiced as an additional charge once your course has been paid and your airline ticket has been issued.

## Cancellation Fees

Refund of deposit, less \$385.00 service fee (\$350.00 + \$35.00 GST) per person, will be given when cancellation is made over 75 days in advance of the scheduled day of departure (**Monday 3 January 2011**). Cancellation received after that period will be subject to the following cancellation charges:

Days Prior	Cancellation Fee
75-46 days prior	25% of the total Course Price
45-31 days prior	50% of the total Course Price
30-15 days prior	75% of the total Course Price
14-0 days prior	100% of the total Course Price

**We take the day on which you cancel as being that on which we receive written confirmation of cancellation.**

## If Monash University Cancels the Course

In the event the academic program be cancelled as a result of Monash University, in response to Federal Government travel advice, designating the locations of the program to be unsafe: participants will be charged the cancellation fees as indicated in these booking conditions (refer to the paragraph 'Cancellation Fees').

## Responsibility

Australians Studying Abroad Pty Ltd (hereafter called ASA) gives notice that all tickets and coupons are issued through ASA, and all arrangements for transport or hotel accommodation are made by ASA as Agent upon the condition that ASA shall not be liable for any injury, damage, loss, accident, delay or irregularity caused by defect in any vehicle, or through the acts or defaults of any company or person engaged in conveying the passenger or in carrying out the arrangements of the tour, or otherwise in connection there with, or of any hotel proprietor or servant.

The insurance of baggage and the care of personal articles is entirely the responsibility of the tour participant. The tour operator shall not be liable for any loss of or damage to personal property.

ASA accepts no responsibility for losses or additional expenses due to the delays or changes in motor, air or other services, sickness, weather, strikes, war, acts of terrorism, quarantine or other causes. All such losses or expenses will be borne by the passenger. The transport companies or firms, shall be exempt from all liability in respect of any detention, delay, loss, damage sickness or injury however and by whomsoever caused and of whatever kind occurring of or to the passenger at any time when the passenger is not on board a carrier or conveyance used or operated by the transport companies or firms. The passage contract in use by the transport companies or firms concerned shall constitute the sole contract between those firms and the passenger. All tickets, coupons and orders are issued subject to these terms and conditions.

ASA also reserves the right to modify the itineraries in any way considered necessary or desirable or to change any reservation, and/or means of conveyance, without notice and for any reason whatsoever and without allowance or refund but the extra cost, if any, resulting there from must be paid by the passenger.

The right is also reserved to cancel or withdraw any tour, or any booking made for a passenger, or to decline to accept or retain any person as a member of a tour for any reason whatsoever.

No refunds can be made in respect of accommodation and meals not utilised.

In the event of it being considered desirable to withdraw all of the arrangements, the net deposits paid will be returned to the members, and upon the tendering of the same, all liability of the organiser in respect thereof shall cease.

The tour costs are based on fares and tariffs which will apply from date of booking but subject to unexpected price increases or exchange rate fluctuations. Any other IATA or non-IATA carrier may be used apart from the carriers featured in this folder. This document is issued on the sole responsibility of the tour operator. It is not issued on behalf of and does not commit the airline mentioned therein or any airlines whose services are used in the course of the tour.



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