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2018 REQUESTING A FLIGHT DEVIATION: Teacher/Chaperon

The following information is for a teacher or chaperone who is considering returning independently later than the rest of their group.

Please note: Vistas In Education may require all program participants to fly both ways with the group and on the same dates as the group. If you are not required to return with the group, it is your responsibility to arrange for your group to be accompanied back to the U.S. by another registered adult participant.

What type of airline arrangements will VIE make for the group?

The group will be issued round-trip airline tickets on regularly scheduled airlines, from their departure city in the U.S. to Charles de Gaulle airport in Paris and back to the original departure city in the US. These arrangements may include one or more connecting flights. Any special requests (for example, returning from another city than Paris) will incur an additional fee. **The Preliminary Flight Information** for the group will be sent to you approximately 90 days before departure. **The Final Flight Information** will be sent to you approximately 2 weeks before departure.

What is the first step?

Contact Vistas in Education to find out the airline with whom your group is travelling. Each airline has different rules for deviations; some allow longer stays than others and some do not allow deviations at all. We must work within the rules and regulations of the airline. If the airline that your group is travelling with does not allow for deviations, Vistas in Education will not be able to arrange a flight deviation for you.

If it is possible to deviate and it is before the deadline listed below, mail your completed Teacher/Chaperon Flight Deviation Request Form with a check for \$250, for departures from Paris and \$400 for departures from any other city, made payable to Vistas in Education. Vistas in Education will contact the airline to see if there is space available on any of the dates you have listed on your deviation form. We will also find out how much the airfare difference is on each day.

VIE will not make a change to the flight without contacting you **unless** your 1st choice of dates is available and there is no airfare difference. If there is an airfare difference, VIE will contact you at the number or e-mail listed on the deviation form to inform you and discuss what you would like to do. The change will not be made without your authorization.

What is the cost of a deviation?

There is a \$250 deviation fee for departures from Paris and \$400 for departures from a city other than Paris, if the form is postmarked by the deadline, plus any airfare difference imposed by the airline. The airfare difference can vary dramatically (from \$50 to \$500 and beyond) based on space availability on the flight. This is why we ask you for 3 different dates on your Deviation Request Form, one day might not have any space while there may not be any trouble getting space the following day. Be flexible if possible. If you decide not to go ahead with the deviation, VIE will not process your payment.

What are the deadlines to return my completed Adult Flight Deviation Request Form AND payment?

The deadlines are as follows:

Spring groups - (groups travelling between Feb.- April)

Teacher/Chaperon Flight Deviation Request Forms must be postmarked by December 1

NOTE: Any requests postmarked after December 1 may not be possible. If VIE is able to arrange the deviation, you will incur a \$100 late fee plus any airfare difference or other fees imposed by the airlines)

Summer groups - (groups travelling between May - June)

Teacher/Chaperon Flight Deviation Request Forms must be postmarked by January 15

NOTE: Any requests postmarked after January 15 may not be possible. If VIE is able to arrange the deviation, you will incur a \$100 late fee plus any airfare difference or other fees imposed by the airlines)

Vistas in Education will not request a deviation without a completed form and a check in our office.

NO REQUESTS WILL BE ACCEPTED WITHIN 60 DAYS OF DEPARTURE

What if I change my mind after I have submitted my Deviation Request Form?

You must notify VIE that you have changed your plans. Once VIE has changed your flight it may no longer be possible to reinstate your place on the flights with the group. If it is possible to reinstate your place on the flights with the group, you may be subject to additional fees, including, but not limited to another deviation fee.

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2018 TEACHER/CHAPERON FLIGHT DEVIATION REQUEST FORM

Although Vistas In Education is not a travel agency, we may be able to arrange for an Organizing Teacher/Chaperon to fly back directly from Paris to your original departure city in the U.S. after the group's return date. **The availability of this option depends on the airline that the group is using and the airline's individual restrictions.** If you are interested in a flight deviation, please call VIE to find out if this option is possible.

Deviation requests are not guaranteed. When available, there is a \$250 fee for departures from Paris and \$400 for departure from a city other than Paris, plus any additional costs that are imposed by the airline. Any charges imposed by the airline to change the return date will be the responsibility of the teacher/chaperon. VIE will notify you if there is any additional charge before confirming the new return date.

Dear VIE:

_____ (Organizing Teacher/Chaperon's name) _____ (School or Group name)

I request to return separately from my VIE program group. I assume complete responsibility for myself from the time that I leave the group, including any and all travel arrangements and costs incurred. I release VIE from any and all responsibility and liability for myself for the duration of the time that I am away from the group. I have arranged for my group to be accompanied back to the U.S. by another registered adult participant.

_____ (signature) _____ (date)

I am requesting the following return flight date. (No changes will be allowed once the deviation has been confirmed by the airline).

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Please send this completed form along with a check for \$250 or \$400 to Vistas In Education no later than December 1 for spring groups and January 15 for summer groups.

Best way to contact you with questions and information:

Name _____ Phone _____ E-mail _____