



Hola Travelers (as we said on our recent trip to Barcelona, Spain),

Over the coming weeks we will be sharing a lot of important information with you regarding our 2017 tour, **so please make sure to carefully read all emails we will be sending.**

Mandatory Trip Meeting! We would like to have a meeting on **Thursday, February 9th at 6:00 in Mrs. Dill's room** (W180) finalize initial paperwork, discuss international travel, and answer questions you have. Each traveler should plan on attending with a parent. Below is a list of several very important to do items coming up before our 110-day deadline on February 18th regarding our 2017 tour:

Our final enrollment deadline is February 18th! We must have the first of several important pieces of information collected.

1. **Name Confirmations and Passports:**

According to TSA Security Regulations every passport must be valid at least 6 months **after** our scheduled return date and every traveler's ticketed name must be **identical** to their passport. If you have not already, please call customer service (800-665-5364) and confirm that your name in EF's records is identical to how it appears on your passport and that your birthdate is correct. If you need to change it after 110 days prior, you will incur charges of at least \$100 and up to the cost of a full published fare ticket. If you have not began your passport process then you will need to do that IMMEDIATELY. You will need to choose the expedite option in order to receive your passport in time.

2. **Special Travel Requests:**

Do you want to stay longer before or after the tour? You must let customer service (800-665-5364) know by your 110-day deadline! Please note that there is a \$150 Special Travel Fee to change your airline ticket (airport or date).

3. **All travelers on the manual payment plan must be paid in full by February 18th:**

If you wish to change to the automatic payment plan then you must call customer service (800-665-5364) to change your payment type before February 18th.

4. **Adult rooming is due.**

We must submit the names of adults and who will be in a room together. If you have any desire to upgrade to a single room or to room with your child, we must know this by 2/18. Adults stay in twin rooms unless they choose to upgrade to a single room for \$40 per night. Or, if you would like to room with your child, it would be \$30 per night to upgrade the student to a twin room. The other option is a family room which is either two adults and one child or one adult and two children – the room consists of a double bed or two twin beds and a cot – and this is no additional cost. To change your room to a private room or a family room, please call EF at 800-665-5364 and then let Mrs. Nash know via email at j_nash@k12k.com.

5. **Copies of Passports.**

Many of you have been great and have gotten copies of your passport to us. Since requesting, we have learned that we need color copies of your passport. You can bring this to us at school, on the February 9th meeting, or you can email a copy to Mrs. Nash at j_nash@k12k.com. (We ask that you submit 1 to us and that you have three additional for you - one for home, one for your carryon, and one for you checked luggage).

6. **Contact & Medical Information.**

We need to confirm contact and medical information by having you complete the surveys below. Additionally, remember to login to your EF account and make sure that the information EF has for you is correct and up to date. Take notice of the email you provided to ensure that it is up to date. Make sure it is an email that you check every day!

Participant Information Survey Forms:

[CLICK HERE](#) to access the survey for participation information

[CLICK HERE](#) to access the survey for health and medical profile

Please let me know us know if you have any questions! We are getting so excited!

Thank you!

Joanna Nash and Dakota Dill

P.S. Remember that our communications are archived on our [webpage](#).

