

**\*\*\*NOTICE: To All 7<sup>th</sup> Graders\*\*\***

**Space Camp 2017-Huntsville, Al.**

**JUNE 4 to June 9 2017**

**Sign Up Time Is Here!!!**

**Total Price is \$1936.00 per student**

Land Portion deposit : \$541.00 (due by November 21,2016)

We have only 46 available air/land slots being held until OCTOBER 28,2016! If you are interested and think you want to attend you must sign up and have your \$75.00\*\* deposit for the air ticket by check only (NO CREDIT CARDS ACCEPTED) into Mr. Dulaski on or before that date. There will be an informational meeting October /20th / 2016 at North Middle School at 6:30PM in the cafeteria! A Travel Agent from Atlantic Travel will be there to explain all aspects and requirements for the Space Camp Trip scheduled for June 4<sup>th</sup> to the 9<sup>th</sup>, 2017 in Huntsville, Alabama. This is a Very Important meeting and interested parents and students should attend! It is at this meeting that all required forms and informational materials will be discussed as well as the payment procedures and payment deadlines. Air ticket deposit\*\* is first and of foremost importance. If you think you are really interested and want to lock in your child's slot you may bring the \$75.00 check made out to Atlantic Travel the night of the meeting and complete required release form and air ticket registration form at the meeting. This deposit to hold a seat is non-refundable beyond Oct 28, 2016 registration. Slots for the Space Camp will have to be locked in by October 28, 2016 (There can be no exceptions per DELTA AIRLINES as they must have an exact number of actual seats we will be holding on the flights assigned to our group) Final payment on the air/land portion of the trip and is \$1320.00 will be due no later than APRIL 3, 2017 . Tickets will be issued by DELTA Group Department as soon as they receive our Travel Agency Cashier's Check for final payment with the exact name list of students. The First half of the land portion (\$541.00) of the trip will be due on Nov. 21, 2016 and final payment will be due by APRIL 3, 2017 Each land payment is \$541.00(These deadline dates are set by Space Camp and DELTA) THERE CAN BE NO EXCEPTIONS OR EXTENSIONS !!!! Total final Payment will be \$1320.00 and is due no later than April 3, 2017

HEALTH, SAFETY AND TRANSPORTATION FORMS MUST BE COMPLETED by the parent or guardian online once we have each students ID # and entire groups ID # which Space Camp will assign each of them. Instructions on how to do them will be provided via e-mail directly to parents and Atlantic Travel !!!!

\*\* \$75.00 Air Deposit guarantee a slot is non-refundable if cancelled for any reason after OCT 28th on which date Delta locks in the number of seats for tickets to be issued in February. E-tickets will be issued by DELTA on March 4<sup>th</sup>, 2017. If ticket is cancelled after being issued it is valid only for that student and will only be valid for one year from the date it was issued by the airline and has a minimum penalty of \$200.00 to reissue plus any additional cost for the new ticket depending on destination of new ticket and can only be reissued for the student whose name is on that ticket ( tickets are always non-transferable)! But can be used to other destination where Delta flies in the US mainland

# Atlantic Travel of Westfield

105 Christopher Drive  
Westfield, MA Branch Office  
413-363-5437 direct land line 413-642-5698 direct fax  
413-478-5100 cell phone  
E-mail [mtnest413@comcast.net](mailto:mtnest413@comcast.net)

## Air / Land Release Form

Name: Westfield Middle School North Space Camp Group: June 4-9, 2017

Total Cost Per Student: \$1936.00

Agency Registration Fee + Air Ticket Deposit: Oct 28, 2016 - \$75.00 (DELTA IS THE CARRIER)

Land Deposit Due: November 21st, 2016 \$541.00

Final Payment Due: APRIL 3, 2017 of \$1320.00 \$541.00 land /air 779.00 Bal. in full

\*\*Student's Name: \_\_\_\_\_

Home Room Teacher: \_\_\_\_\_ Home Rm. # \_\_\_\_\_

Street Address \_\_\_\_\_

City/State WESTFIELD, MA. \_\_\_\_\_ zip code 01085

Home Phone(413) \_\_\_\_\_ cell \_\_\_\_\_

E-mail \_\_\_\_\_ @ \_\_\_\_\_ DOB \_\_\_\_\_

\*\* (Please type or print clearly and completely--exact e-mail address is vital)

This is to advise participants of the Westfield Middle School North that the 2017 Space Camp trip are being handled for the 24th year through Atlantic Travel. This form must be completed and returned to the Mr. Mike Dulaski, the Middle School North Representative, at that time the \$75.00.00 deposits made on time by no later than Oct 28, 2016. and those students will be registered! This release advises the students, their parents, and the school that they have been advised that there are specific dates and requirements that must be followed in order to participate. *Signing this form means that you have read and understand the refund policy of both the airline\* and Space Camp.* It is important to note that if these policies are not followed Atlantic travel is not responsible for any losses, penalties, or charges imposed by either the airline or Space Camp. All checks must be made payable to ATLANTIC TRAVEL. (Please print student's name on memo line) These payments are to be made only at the school to Mr. Dulaski only and they will be brought to Atlantic Travel by Mr. Dulaski with an alphabetical list of students and completed forms. Please to do not bring individual payments to the travel agency. PAYMENT IS BY CHECK ONLY - NO CREDIT CARDS!

\*Remember airline ticket deposit is non non-refundable if cancelled for any reason after Oct. 28, 2016 and penalties apply if ticket is cancelled after it is issued by DELTA in May. Ticket can only be used by student and is valid for credit for one year from date it is issued. Also all three required space camp forms (Especially the Health) must be completed ONLINE BY DATE ASSIGNED BY SPACE CAMP (there will be no exceptions) \*\* FINAL PAYMENT BALANCE INCLUDES AIR, LAND AND RT. LUGGAGE FEES, RT TRANSFERS & FOOD ALLOWANCE FOR 2 EXTRA MEALS IN ATLANTA OR AT CAMP!

\*\*\*Space Camp refund/cancellation policy is explained on Parent information provided by the school for each student! Refund once land deposit is paid on November 21, 2016 must be in writing no later than March 3, 2017 and any refund requests (even if in writing ) after that date will be subject to Space Camp penalty refund percentages

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name Printed Clearly \_\_\_\_\_

# ATLANTIC TRAVEL

105 Christopher Drive  
Westfield, MA. 01085 (Branch Office)  
413-642-5734 direct land line 413-478-5100 cell phone  
Fax 413-642-5698  
mtnest413@comcast.net

## To Our Space Camp Parents: SECURITY TRAVEL REQUIREMENT FORM

### TSA's Secure Flight Program: Please Make Sure You Are in Compliance

Secure Flight is a behind the scenes program that enhances the security of domestic and international commercial air travel through the use of improved watch list matching. When passengers travel, they will be required to provide the following Secure Flight Passenger Data (SFPD) which will be subsequently passed to the airline when making a reservation:

- Name exactly as it appears on birth certificate or school picture ID including Middle Initial
- Date of Birth
- Gender

\*Name of Student: Last \_\_\_\_\_ First \_\_\_\_\_

\*DOB: \_\_\_\_ / \_\_\_\_ /19 \_\_\_\_\_ \*Gender: \_\_ (male) or \_\_ (female)

\*Home Phone: (413) \_\_\_\_\_ \*Cell Phone: (413) \_\_\_\_\_

\*e-mail: \_\_\_\_\_ @ \_\_\_\_\_

\*Street Address: \_\_\_\_\_

\*City: \_\_ WESTFIELD \_\_\_\_\_ State: MA., Zip code 01085 \_

\* Home Room Teacher \_\_\_\_\_ Home Room# \_\_\_\_\_

\*Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Printed Name of Parent \_\_\_\_\_

\*\*\*\*

**PLEASE FILL OUT ALL STARRED \* LINES COMPLETELY & CLEARLY!!!**

\*\*\*\*If Parent's surname is different than the student's please identify that fact on payment checks so the proper student gets the credit. This information is mandatory to be part of this student group.

## **Group Reservations:**

### **Payment/Refund/Cancellation Policy**

#### Payment Schedule

Payment schedule is determined by the start date of Camp. Full payment must be received by the Space Camp Group Reservations Office by the due date. Failure to submit payment or follow other established guidelines could result in cancellation of the group reservation. Payment schedule is as follows:

- The non-refundable \$150 group registration fee is due within 10 business days of the date confirmation. In addition to the \$150 group registration fee, tour group companies requesting 32 or more slots in May, June and July must pay a 50% deposit within 10 business days of date confirmation in order to secure the requested number of slots.
- 50% of total balance is due no later than 120 days before arrival.
- Remaining balance due no later than 90 days before arrival.
- Registration must be complete due no later than 30 days before arrival. Late additions (within 30 days of Camp start date) will result in a \$25 late fee per occurrence.
- Groups have a grace period of 10 business days to remit their payment without penalty. Late payment fees: 1% of the payment due will be added for groups whose payment is received after the grace period (For example: If your payment due is \$5,000, the late fee will be \$50.)

#### **Refund/Cancellation Policy**

In the event you cancel your reservation, refunds are defined below:

- Notice of cancellation must be submitted in writing.
- Refund will be issued in the same manner payment was made. If the payment was made by school check, then we must refund the school and the school must refund the student. If the payment was made by credit card, then the refund will be credited back to the card.
- 25% of tuition will be forfeited if written notice is received between 60 and 90 days before the Camp start date.
- 60% of tuition will be forfeited if written notice is received between 30 and 60 days before Camp start date.
- Cancellations received within 30 days of session start date forfeit full tuition.
- Request for cancellation due to illness, accident, death in the family or withdrawal from school requires documentation. Upon receipt of documentation, a full refund will be issued. Verification must be received no later than 30 days after the scheduled Camp date.
- Please allow 4-6 weeks to receive your refund.
- Trainees who leave during a Camp session will not receive a refund.

**WE ONLY HAVE 46 AIR SEATS / SPACE CAMP SLOTS!**

## **Delta Flights for Westfield Middle School North Spacecamp 2017**

### **OUTBOUND JUNE 4**

Delta #2013 Q Class Non Refundable once Ticketed BDL to ATL 9:00am to 11:27 a.m.

Delta #1227 Q Class Non Refundable once Ticketed ATL to HSV 1:40pm to 1:36 p.m. Non

### **RETURN JUNE 9**

Delta #707 K Class Non Refundable once Ticketed HSV to ATL 6:15 p.m. to 8:21 p.m.

Delta# 2910 K Class Non Refundable once Ticketed ATL to BDL 10:05 p.m. To 12:31 a.m.