

# Spring 2024 Field Program Registration Timeline & Cancellation Policies

## Early-Registration through Nov. 15, 2023 *(extended from Oct. 31)*

- Register at a discounted price
- Payment is not due at the time of registration. However, voyagers are able to make a payment at any time in the *Field Payment Status* tab (under *Payments & Financial Aid*)
- Cancel programs any time in the portal without penalty (if payment has been made, refunds are posted as credits to the voyager's Field Program account)

## Early Registration Payment Deadline - Nov. 15, 2023 *(extended from Oct. 31)*

- All Field Programs booked during early registration must be paid in full by the end of day. After this date, unpaid programs booked during early registration will be canceled.

## Standard Registration from Nov. 16, 2023 throughout the voyage

- Register at standard booking prices\*
- Payment is required at the time of registration (once on the ship, charges are applied to shipboard accounts and reconciled once a month)
- All program cancellations incur a penalty

\*Discounted prices may be offered or extended for some programs released after or near Nov. 15, however this is not guaranteed and is dependent upon when the programs are released. Regardless of an extension for discounted pricing, all other requirements of standard registration are in force (cancellation penalty applies; payment must be made at the time of registration)

Note: The Field Section of the portal closes at the end of the day Dec. 19, 2023. No Field Program transactions (registrations, cancellations, payments, etc.) take place after Dec. 19 before embarkation. All normal Field Program operations will resume after embarkation via the

### \*\*\*Register with Intent!\*\*\*

*After the early registration period ends, choose programs wisely!* From Nov. 16, 2023 onward, once registered in a program (regardless of if payment has been processed), voyagers are responsible for a portion (or all) of the Field Program fee and cannot cancel without incurring a penalty.

*This is applicable to all single day and overnight programs.*

## **Cancellation Penalties (single and overnight Field Programs)**

### ***(In effect Nov. 16 and continue throughout the voyage)***

- Cancellation requests received 45 days or more prior to port arrival, a 50% penalty applies (50% refund)
- Cancellation requests received within 44 days of arrival, a 100% penalty applies (no refund)
- To receive a full refund, cancel any unwanted Field Programs on or before Oct. 31!

All refunds are issued as credits on voyager's accounts (like store credit), not as automatic refunds to credit cards or checking accounts. Any credit balance pre-voyage will be transferred to shipboard accounts. Any credit balance remaining at the end of the voyage will be returned by check mailed to the address on file.

### **Cancellation Policy Exception:**

- Date Conflict "Switch & Replace": Voyagers wishing to cancel a program in order to register for a different Field Program that has a date conflict with the existing program can request a switch & replace as long as the registration deadline for the program has not passed and the new program is of equal or increased value. No cancellation penalty applies and a credit for 100% of the original purchase price is applied towards the new Field Program registration.
  - Please note, some ports require the early booking of flight tickets under a specific name. If a flight has already been purchased under the voyagers name, the voyager may be responsible for the full airline ticket or any applicable change fees.

### **Ticket Contract and Consent of Agency/Non liability of Semester at Sea for "Shore Excursions":**

In making arrangements for shore excursions, including Field Classes, Field Programs and/or transportation arrangements, the Carrier (Semester at Sea) acts only as an agent for others who provide such services as independent contractors, and all Participants accepting or using arrangements for such services provided by independent contractors shall be deemed to agree and consent that the Carrier shall not be liable or responsible in any way for any loss, death, injury or damage to person or property, delay, cancellation or disappointment, arising from or in connection with such services.