

## **2018 Fall Tour Registration/Payment Schedule/Cancellation Penalty**

### **Reservation Procedure:**

To complete your trip reservation, please send the following items to "China Comfort Travel, 2000 Linwood Avenue Suite 11K, Fort Lee, New Jersey 07024" before the deadline:

1. Completed **2018 Fall Tour Registration Form**;
2. A copy of your first passport page. If you don't have valid passport, you must provide 1st page of your old passport or name on your birth certificate or Passport Application Form;
3. \$300/per person deposit check payable to "China Comfort Travel".

### **Payment Method and Due Date:**

We accept personal checks or money orders. No credit cards please. There are total of 3 payments:

1. The first deposit of \$300 must be paid at the time of reservation
2. The second payment of \$1,000 per person is due on 65 days prior to departure.
3. The remaining balance is due on 35 days prior to departure.

Failure to comply with deposit & payment requirement will result in automatic cancellation of your reservations.

### **Cancellation Policy:**

All cancellation notice must be received by mail or fax. Upon receipt of your written cancellation notice, the non-refundable penalty will apply as follows:

Days Prior to Tour Departure Date	Penalty Applied Per Person
65 days prior to departure	\$200 per person
40-64 days prior to departure	\$400 per person
30-39 days prior to departure	\$700 Per Person
10-29 days prior to departure	60% of tour fare per person
Less than 10 days prior to departure	100% of tour fare per person

No refund or reimbursement for any voluntary giving up of meals, tours and/or accommodations.

**Please visit our website for more travel information: [www.nyteacherstour.org](http://www.nyteacherstour.org)**

**For Reservation and Questions call: 551-587-3297 or E-mail to: [chinatravel20@yahoo.com](mailto:chinatravel20@yahoo.com)**

**Please make your deposit or trip payment to "China Comfort Travel", and mail it to:  
China Comfort Travel, 2000 Linwood Avenue Suite 11K, Fort Lee, New Jersey 07024**