

# TERMS & CONDITIONS

**NOTE:** Smithsonian Student Travel tours are operated by EF Education First under a licensing agreement with the Smithsonian Institution. EF operates the Global Rewards Program for Smithsonian Student Travel. Smithsonian Student Travel is referred to as SST below.

## OPT IN

By accepting the terms and conditions you are agreeing to the following; You must be enrolled in the Global Rewards program and travel with at least 5 full paying participants on your first tour and 6 full paying participants on any future tours in order to receive points and rewards for a tour. In order to be credited for rewards associated with a given tour, program enrollment must occur prior to the departure of the Group Leader's tour. Points and rewards earned will remain pending until the tour departs. A Group Leader may decide to opt-out of the Global Rewards program.

## OPT OUT

By accepting the terms and conditions upon opting-out of program, all points accrued and Membership level are forfeited. A Group Leader may decide to re-join the program; however, points associated with tours taken during opt-out period will not be credited to account. Tour points or bonuses are not retroactive. SST reserves the right to terminate Global Reward accounts without notice.

**PROGRAM ENROLLMENT:** Group leaders interested in earning and redeeming Global Points must first enroll in the program thereby accepting the terms and conditions of the program. In order to be credited for rewards associated with a given tour, program enrollment must occur prior to the departure of the Group Leader's tour. A Group Leader may decide to Opt-out of the Global Rewards program. Upon opting-out of program, all points accrued and Membership level are forfeited. A Group Leader may decide to re-join the program; however, points associated with tours taken during opt-out period will not be credited to account. Tour points or bonuses are not retroactive. SST reserves the right to terminate Global Reward accounts without notice.

**MEMBERSHIP LEVELS:** Membership levels are based on the number of full paying participants that have traveled with an EF Group Leader over the last four consecutive years on a Smithsonian Student Travel Tour or an EF Educational Tour.

Qualifying tours during the four consecutive years must have traveled with a minimum of 6 full-paying participants (first time Group Leaders can travel with 5 full paying participants on their first tour and still qualify). Membership levels are calculated once a year. Your membership level can go up or down.

**TOUR POINTS:** Group leaders earn one Global Point per day per full-paying participant for the duration of the tour. Points are awarded for the total number of standard tour days only and not for stay-ahead/stay-behind periods or customized group stay-ahead/stay-behind periods. In addition, Global Points are not awarded for free-place participants, for participants who have received family or faculty discounts, or for participants who have canceled their enrollments or transferred to another tour. Global Points are credited as soon as SST processes the tour applications. However, Global Points remain pending until the group leader completes travel for a given reward year, at which point they become active. Points can not be redeemed until they are active. Land-only participants do count toward Global Points, free places and stipends. Go Ahead Tours Global Points are credited after your tour has departed.

**POINTS EARNED FOR OPTIONAL EXCURSIONS:** Global Points will be added to each account automatically **for pre-paid optional excursion enrollments only**, as soon as the pre-enrollment is received by Smithsonian Student Travel and will remain pending until tour departs. Credited points will be deducted if the optional excursion does not run or the participant cancels from the optional excursion. No points are awarded for optional excursions purchased on tour, for non-SST excursions or for optional excursions when payment is refunded.

**POINTS EARNED THROUGH REFERRALS:** The referred group leader must travel with at least five paying participants on an SST Educational tour and 25 paying participants on a Smithsonian Student Travel tour to earn the reward. Referral points will not be awarded for co-group leaders, unless the co-group leader is teaching in a different school than the referee. If the co-group leader is from the same school, then the reward is issued after the referred group leader travels on a second SST tour independently. The referred group leader must not have led a prior SST or EF tour as a group leader. The referral bonus is not valid for a replacement group leader

in the case that the original group leader is unable to travel. SST will notify referring group leaders that they have qualified. A Global Point bonus will be automatically posted to the referring group leader's account on the day the referral departs on his or her EF Tour.

EF will deduct points and send a check through EF's finance department if the referring group leader prefers cash. For referrals to EF Foundation for Foreign Study, Global Points will be awarded after U.S. high school students have been accepted to the EF Foundation program and have paid their deposit, or after local host families and coordinators have remained active for three months. Referral bonuses are valid for EF Educational Tours and Smithsonian Student Travel only, not Go Ahead Tours. To qualify for reward, referral must travel within two years of referral entry date. **Referral points or bonuses are not retroactive.**

## TRANSFERRING POINTS FROM OTHER ORGANIZATIONS:

Only first-time group leaders may transfer points from other organizations. The travel organization from which the points are being transferred must have had a bonus points system in effect when the group leader traveled with that organization. Points are transferred on a 1:1 ratio and no special allowances are made for different forms of calculation. When transferring points, group leaders must submit an official bonus points statement from the awarding organization. SST reserves the right to determine whether points may be transferred from another program. (Up to 500 points may be transferred.)

**POINT TOTALS:** The number of Global Points required for a reward must be active and credited to a group leader's account before he or she redeems for the reward. The exception to this are the conventions and orientations. Group leaders cannot use cash to supplement point deficiencies. **Global Points are non-negotiable, non-transferable, and have no alternative cash value.** Under no circumstances may group leaders pool their points to claim Global Points Rewards. This applies to married couples even if they serve as co-group leaders on a tour. EF is happy to research any account discrepancies on Global Points, if we are contacted within one year of the time a group leader earned the points in question. Points are pending until group leader completes travel for given award year.



**EXPIRATION OF GLOBAL POINTS:** EF Global Points must be redeemed within four years from the date that they are credited to a group leader's account. The account must be active in accordance to these terms and conditions. For example, Global Points credited to your account on March 13, 2005 would expire on March 14, 2009. Requests for gift or travel rewards must be made before the expiration date. The exception is group leaders whose points automatically have life-time validity. EF reserves the right to make changes to the Global Rewards Program at any time without notice, including but not limited to changes in point expiration policies and membership levels and benefits. If tour activity is not posted to an account for four consecutive years, the account is subject to termination, including forfeiture of all accrued Global Points.

**REQUESTS FOR TRAVEL REWARDS:** Travel rewards include round-trip air transportation (except for cruises) and accommodations in superior tourist-class hotels (except for cruises and round-trip tickets). All requests for Global Points travel rewards must be submitted to EF online at [eftours.com](http://eftours.com). Travel requests must be received at least 90 days prior to the requested departure date for Hawaii, Alaska, Puerto Rico, international destinations (except Canada), and cruises, and at least 60 days prior to the requested departure date for continental U.S. and Canadian destinations. Although EF makes every effort to accommodate desired dates of departure, EF cannot always guarantee exact dates, and some flexibility on the part of the group leader may be required. Travel rewards may require a Saturday night stay or a minimum number of overnights. Travel rewards may not be used in conjunction with an EF tour. **Once requests have been submitted, they cannot be modified.** All travel rewards are based on flight and hotel availability. Should a group leader be unable to travel on his or her requested trip and need to cancel, the group leader must contact EF and the cancellation may result in forfeiture of points. Group leaders are responsible for all passport and visa requirements. EF is not responsible for cancellations due to entry requirements. In the event of weather delays or cancellations, the airlines will attempt rebooking. EF cannot guarantee rescheduling of trips or Global Point reimbursement.

**VACATION REWARDS:** Group leaders may plan to extend their stay at a Global Points travel destination, generally at no additional cost, provided flight space is available. They must, however, arrange their own accommodations for the additional

nights. Group leaders may request specific airlines; however, EF cannot guarantee accommodation of such requests. Travel rewards in the United States and Canada are based upon fares that require weekend stays. For domestic travel, group leaders must depart from and return to the same gateway. For European travel only, group leaders may request different arrival and departure gateways for a surcharge of 50 points per ticket within the same zone. If you are requesting gateways in different zones, the point total of the higher applies. All travel reward requests must originate in the U.S. EF reserves the right to include a point surcharge for all incentive flights booked during high seasons.

**INCENTIVE VALIDITY DATES:** Travel and gift rewards and their corresponding point requirements listed in this guide are valid from January 1 to July 31, 2009. Point totals are subject to change. Please refer to the website for the most up-to-date point totals.

**REDEMPTION RESTRICTIONS:** Only the items listed by SST are available; group leaders cannot upgrade gift rewards. Delivery of merchandise is approximately 4–6 weeks after EF receives the online request for the item. EF reserves the right to make alterations to Global Point totals needed for travel and gift rewards and to discontinue or change rewards at any time.

**TOUR CANCELLATION:** If you cancel your tour, points you would have earned will be deducted from your account. Individual participant cancellations affect point totals. If you have redeemed these points for the convention or orientation and your cancellation or your participants' cancellation(s) results in a negative Global Points account balance, you will be invoiced for the full cost of the reward or convention. An invoice will be sent with a 60-day term. If this invoice is not paid in full by said date, the outstanding past due balance will be sent for collection. Group leaders must travel on their SST tour to qualify for benefits and incentives related to that tour, including but not limited to, Global Points, stipends, conventions and membership benefits. If a group leader cancels or transfers the tour to another group leader, the replacement group leader receives all benefits and incentives related to that tour.

**LEGAL RESPONSIBILITIES:** No warranties or representations

apply to any EF Teacher Convention Tours or travel rewards redeemed. EF and SST are not responsible for any events including, but not limited to, personal injury, property damage, or loss of earnings from any event whatsoever.

EF and SST reserve the right to interpret and apply the policies and procedures communicated in the Guide to benefits for Smithsonian Student Travel Group Leaders. All determinations by EF shall be final and conclusive in each case. The information in this guide supersedes all previous publications. Please refer to the terms and conditions for the most up-to-date information.

## TEACHER CONVENTION TOUR AND ORIENTATION

### SMITHSONIAN STUDENT TRAVEL CONVENTION AND ORIENTATION REQUESTS:

Submit your convention request online at [eftours.com](http://eftours.com) as soon as you have qualified. Conventions are filled on a first-come, first-served basis and may be full before the enrollment deadlines. We are not able to arrange stay-ahead/stay-behind options at convention or orientation destinations. Cancellations must be received by SST in writing at least 90 days prior to departure to avoid forfeiture of Global Points. Destinations are subject to change and cancellation. SST Orientations are for first-time group leaders only—group leaders may only attend one orientation and no guests are allowed. Only one group leader per tour may attend any given orientation. Exact dates for summer conventions will be available in spring of 2010. All group leaders enrolled will receive notification of exact departure dates as soon as they are determined.

### SMITHSONIAN STUDENT TRAVEL TEACHER

**CONVENTION TOUR GUESTS:** Group Leaders may bring a maximum of one guest (paying or non-paying). All guests must be accompanied by an SST or EF Group Leader. Convention guests must be at least 15 years of age. Detailed itineraries and rates for paying guests are available approximately 90 days prior to the convention's departure date. On SST Orientations, group leaders may not bring guests.

**\*For complete terms and conditions, please visit [SmithsonianStudentTravel.com/rewards](http://SmithsonianStudentTravel.com/rewards).**