

BREAKAWAY TOURS

NAME CHANGE REQUEST FORM

REQUIREMENTS

A name change is possible at the discretion of our suppliers. The responsibility to find a suitable replacement is yours alone. You cannot complete a name change with an existing traveller or anyone previously registered for this trip. The replacement will assume all details of the traveller's package [eg. price, supplements, etc.].

A NAME CHANGE REQUEST MUST MEET THE FOLLOWING REQUIREMENTS:

- To request a name change your account must be current and up to date.
- Completed Name Change Request Form

FEES AND RESTRICTIONS:

- The replacement is responsible for directly paying the current traveller the agreed upon funds to take over the package. Breakaway Tours does not take part in the exchange of fund between parties. **The current traveller will not be refunded by Breakaway Tours.**
- Fees may apply with external suppliers depending on the time name change request is placed.

TRAVELLER

SCHOOL OR GROUP NAME: _____

CUSTOMER ID: _____ TRAVELLER NAME: _____

IF YOU ARE UNDER THE AGE OF 18 YEARS, THIS FORM MUST BE SIGNED BY A PARENT/GUARDIAN

I, the above stated traveller, have decided not to travel on the Breakaway Tours package I had reserved. I have found a replacement stated below. I understand that I will receive a refund for all payments made to Breakaway Tours less the name change fee.

Traveller Signature Parent/Guardian Signature (if under 18) Date

REPLACEMENT

SCHOOL OR GROUP NAME: _____

TRAVELLER FULL LEGAL NAME: _____

EMAIL ADDRESS: _____

TRAVELLER PHONE #: _____ TRAVELLER D.O.B : _____ TRAVELLER GENDER: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN EMAIL ADDRESS: _____

PARENT/GUARDIAN PHONE #: _____

IF YOU ARE UNDER THE AGE OF 18 YEARS, THIS FORM MUST BE SIGNED BY A PARENT/GUARDIAN

I, the above stated replacement have decided to travel on the Breakaway Tours package reserved by the traveller stated above. I understand that I will take responsibility to make all necessary payments in place of the traveller.

Traveller Signature Parent/Guardian Signature (if under 18) Date