

**TTA Short-term Study Abroad in Japan (KEYAKI) Program: Terms of Participation**

TTA Short-term Study Abroad in Japan Program: Terms of Participation      Items not listed here will be dealt with according to the terms of our travel services

■What is included in the travel fee

- ①Transportation expenses/fees (in ordinary seats) as specified according to the travel schedule
- ②Lodging expenses (including taxes), service fees, and tour expenses (entrances fees, guide fees)
- ③Service fees to the guide (instructor)
- ④Fees for various study abroad experience classes
- ⑤Expenses for gratuities while engaging in group activities
- ⑥Participation fees for three dinner events (welcome party, exchange party, and end of class ceremony)
- ⑦Insurance fees

\* Please note that the above expenses will not be refunded even if the customer chooses not to receive the services due to personal reasons.

■What is not included in the travel fee

All expenses other than those listed above are not included. Below are a few examples.

- ①Expenses that occur during your free time (admission fees, transportation fees, etc.)
- ②Charges for oversized baggage (i.e. for baggage over the specified weight, size, or number).
- ③Cleaning expenses, telephone charges, gratuities, expenses for extra food and drinks, and other expenses of a personal nature (including the accompanying tax and service charge).
- ④Medical expenses related to injury and illness (fees for insurance covering injury, illness, etc.)
- ⑤The fees for our optional tours.
- ⑥Travel expenses from your home to the location of departure.
- ⑦Food expenses.

■Conditions for application

- ①Those who are currently enrolled in an overseas institute of higher education designated by our foundation and who are able to receive a recommendation from their instruction teacher. (school certificate & letter of recommendation)
- ②Please notify us if you have a disability, or are currently suffering from an illness. If deemed necessary by our company, we may deny your application, or request that you be accompanied by another person as a condition of your participation.

■Method of Application, conclusion of the agreement, and payment of participation fees

For those applying via telephone, mail or facsimile, you must submit the application form and application fee within 14 days of our accepting your reservation. If no payments are made by the time specified, we will consider your reservation cancelled. The agreement will be deemed concluded once we approve your application and accept the aforementioned application fee. You are asked to pay the remainder of the fee within 14 days counting backwards from the preceding day of the first day of your trip.

■Final schedule

You will be receiving the final schedule (finalized document) confirming the names of transportation and lodging agencies, etc., on the third day counting backwards from the preceding day of the first day of your trip. However, if you have submitted your application beyond the seventh day, counting backwards from the day before the first day of your trip, you may be receiving your schedule on day one of your trip instead. Furthermore, if you have any questions regarding the arrangements before the specified date, please contact us and we will let you know

■Changes in the contents of the travel agreement and travel fees

- ①The contents of the agreement are subject to alterations in cases where circumstances arise beyond our company's control; such as natural disasters, international or domestic disturbances, the suspension of services by transport and lodging agencies, the mandates of the authorities, and the provision of transportation services not included in the original travel plan. Furthermore, the travel fee is also subject to change, due to the aforementioned alterations in plans.
- ②The travel fees are subject to alterations if transportation agencies substantially revise their fare/fees beyond reasonably predictable levels due to considerable changes in the economic situation etc. If travel expenses are raised, you will be notified before the 15th day counting backwards from the preceding day of the first day of your trip. If travel expenses are lowered, we will lower the travel fee for the amount of the decrease in the travel fares/fees. Furthermore, if there are any sums to be refunded, we will refund them within 30 days counting from the preceding day of the end of your trip as specified in the document of the agreement.

■Exchanging of customers

Our customers may not confer their status in the agreement to a third party.

■Cancellation fee (cancellation of the travel agreement by the customer)

- ①At any time, customers may pay the cancellation fee below and cancel the travel agreement. However, we will notification of cancellations will only be received during the business hours of either our company or the office that received your application.
- ②Customers must also pay the below fee if they are cancelling due to reasons on their behalf concerning the handling of loans.
- ③Customers who make changes to the beginning day of the trip, or change their course, will be deemed to have cancelled the agreement, and will be required to pay the specified cancellation fee.
- ④You will not be required to pay the cancellation fee in the following circumstances.
  - (a) In cases where important alterations are made in the contents of the agreement, such as those qualifying for the payment of refunds due to changes, as specified in the below "travel plan guarantee".
  - (b) If travel expenses are substantially raised due to alterations in the fare/fees of transportation agencies, due to considerable changes in the economic situation etc.
  - (c) If it is judged that it is impossible, or highly likely to be impossible, that the trip be conducted safely and smoothly, due to natural disasters, international or domestic disturbances, the suspension of services by transport and lodging agencies, the mandates of the authorities, and other reasons.
  - (d) If our company fails to deliver the final schedule by the third day counting backwards from the preceding day of the first day of the trip.
  - (e) If it becomes impossible for the trip to be conducted as originally scheduled due to reasons for which our company is responsible.

Date of cancellation		Cancellation Fee
Counting backwards from the preceding day of the first day of the trip	13 days - 3 days	20% of the travel fee
	2 days	30% of the travel fee
The preceding day of the first day of the trip		50% of the travel fee
The first day of the trip (before the trip starts)		100% of the travel fee
After the trip starts, or nonparticipation without notice		100% of the travel fee

■\*Deadline for refunds Before the start of the trip.....within seven days counting from proceeding day after cancellation  
After the start of the trip.....within thirty days counting from the proceeding day after cancellation

■Cancellation of the travel agreement by our company

We may cancel the agreement in the following cases. Non-payment of travel fees; inconsistencies in the conditions of application; illness; hindering of group activities; in cases where the trip cannot be conducted safely and smoothly due to reasons beyond our company's control.

■Minimal number of participants

10 persons; we may cancel the trip if the number of participants are below this number. In that case, we will notify you of the cancellation of the trip before 13 days counting backwards from the preceding day of the first day of the trip.

■Management of travel schedule etc.

Our company will strive at all times to ensure a safe and smooth trip. Customers are required to follow instructions by the responsible members of our company during group activities.

■Responsibilities of our company

If the customer suffers damages due to intentional or negligent action by our company, our company will compensate the customer. (The limit of compensation for baggage is 150,000 yen for each customer, barring cases due to intentional or negligent action by our company)

■Responsibilities of the customer

If our customer suffers damages due to intentional or negligent action by the customer, the customer will compensate the company.

■Special compensation

Our company will compensate our customer for a certain amount of damages he or she has suffered while participating in the advertised trip, regardless of whether our company can be held responsible, as specified in the special compensation clause in the terms of our travel services (separate sheet).

■Travel schedule guarantee

If the below changes are made to the travel schedule (not including changes due to the following reasons: natural disasters, international or domestic disturbances, the suspension of services by transport and lodging agencies, the mandates of the authorities, and the provision of transportation services not included in the original travel plan, measures taken to ensure the life or physical safety of travel participants), our company will compensate the customer for the changes in accord with the percentages specified in the table below. However, changes in the date/time, as well as the order, of the provision of services, will not be subject to the compensation. Compensation for changes will be limited to 10% of the travel fee per advertised trip for each person. Moreover, if the compensation for changes is below 1,000 yen, no compensation will be paid. Our company may replace the payment of compensation for changes with provision of commodity services instead, with the agreement of the customer.

Alterations subject to payment of compensation for change	Percentage per trip (%)	
	Before the start of the trip	After the start of the trip
As specified in our pamphlet		
(1) Changes in the beginning day/ending day of the trip	1.5	3.0
(2) Changes in destination including tourist spots and facilities visited (including restaurants)	1.0	2.0
(3) Changes in transportation agencies to one of an equal or lower grade (limited to cases where the original total amount exceeds the total amount after changes)	1.0	2.0
(4) Changes in the type of transportation agencies used and/or changes in the name of the company	1.0	2.0
(5) Changes in the flight plan to a different airport location for starting and/or beginning the trip	1.0	2.0
(6) Changes in the type and/or name of the lodging agencies	1.0	2.0
(7) Changes in the condition of the room provided by the travel agency, such as the type of room, facilities, scenery etc.	1.0	2.0
(8) Out of the changes listed above, those changes in the items that were listed in the tour title	2.5	5.0

■Standard date for travel conditions

Travel conditions are based on travel fares as of April 1, 2013.

■Other

Our company will not re-implement the tour under any circumstances. This application is a part of the document of explanation and document of agreement specified by Items 4 and 5 of Article 12 of the Travel Services Law.