



Parent Letter to Acknowledge Financial

Commitment 1221 – 8 Street S.W., Calgary, AB T2R 0L4

Financial Commitment / Risk for Student Travel

Dear Parent / Guardian / Independent Student:

It is important to be fully aware of the financial obligation and financial risk that you are agreeing to when committing to a Calgary Board of Education (CBE) student trip. In general, the initial deposit that you make to hold a place on a trip is not refundable due to final student numbers being needed to move forward in the planning process. Once the planning process for a trip begins, funds are released to Tour Operators in order to make bookings and to hold travel tickets. As you make further payments towards a trip, this money may or may not be refundable depending on a number of circumstances some of which are outlined below.	
	Initial

Insurance: The CBE participates in a Student Travel Insurance Plan through the Urban Schools Insurance Consortium (USIC). This is mandatory trip insurance which has been purchased for all students participating in travel with the CBE. There is no additional fee to parents for this insurance. You have been provided with a copy of this insurance policy. It is important that you read the entire document titled "USIC Outbound Student Plan." If a parent chooses to withdraw their child from a trip for a reason other than an insured risk , the amount the parent may be refunded will be at the discretion of the Tour Operator in alignment with their cancellation policies. It is possible that no funds will be reimbursed to parents in this circumstance.	
	Initial

Trip Cancellation: The section of the insurance policy titled "Trip Cancellation and Trip Interruption Benefits" outlines the various cancellation scenarios and the benefits for insured risks as well as the penalties for uninsured risks. Please read this section carefully to understand how a trip cancellation may impact you and your child. Unique to this policy is the "School Discretion Cancellation Clause." The CBE continuously engages in destination risk assessments prior to the planned trip departure date and time. If the risk assessment deems a destination to be outside of the CBE's risk tolerance at any point up to 48 hours prior to the departure date and time, the trip will be cancelled and this clause will come into effect. Parents may be eligible for reimbursement of up to 75% of non-refundable and non transferrable prepaid expenses. The amount reimbursed may be further limited if other trips are cancelled at the same time by the CBE or other USIC Boards due an aggregate limit of \$500 000 (see Section 5 of the insurance policy). Again, parents are encouraged to read the entire USIC Outbound Student Plan to understand their financial risk.	
	Initial

COVID related travel protocols: You will be informed as to any COVID related protocols in relation to this trip as they are known to the school up until the time of trip departure. This may include such things as required documents regarding proof of vaccination, masking protocols, re-entry testing requirements, etc. Families will be responsible for ensuring that their child can adhere to all of the protocols. Failure to comply with these protocols and/or not having the required documentation required for travel may result in the student not be able to proceed with the entirety or certain elements of the trip. Should this happen, this is not an insurable loss and will result in your loss of any related expenses including potentially losing the entire cost of the trip.	
	Initial

By signing this letter and returning it to the school, you are acknowledging that you have been informed of the financial commitments and financial risks associated with having your child participate in a CBE student trip, you have read the insurance policy and you understand your financial risk.

If you have any questions about the insurance policy, please call *Study/Insured* directly at 1-800-360-3234. Trip related questions should be directed to your school.

Name of Student: _____

Trip Destination: Trip Dates: to (D-MMM-YY) (D-MMM-YY)

Name of Parent / Guardian / Independent Student Signature Date (YYYY/MM/DD) Name of Other Parent / Guardian Signature Date

(YYYY/MM/DD)