



Please read carefully and completely.

Reservations, Payments, Cancellations and Refunds:

Reservations are taken on a first come/first served basis. Space is necessarily limited, so reserve your place early to avoid disappointment. A deposit of 50% is required to hold a space for you and can be paid by check, credit card, money order or wire transfer. **The balance of trip fees is due 60 days prior to departure (45 days for Midwest destinations), payable by check, money order or wire transfer.**

Because we incur certain pre-trip expenses, the following policy is necessary if you cancel. ***Notice of cancellation must be made in writing.*** If this notice is received in our office:

- 60 days or more before an international trip or 45 days or more before a domestic trip, you will receive a full refund less a \$100 handling fee (\$50 for Midwest trips)
- 30-59 days before the trip (30- 44 days for domestic trips) 70% of the fees received will be credited toward another trip;
- 15-29 days before the trip 50% of fees received will be credited toward another trip.
- Credited fees from cancelled trips must be used within 1 year of the original trip departure or will be forfeit to The Northwest Passage.
- No refund or credit will be given if you cancel 14 days or less before departure, regardless of the time of registration.

We strongly advise you take out trip cancellation, medical and baggage insurance.

- Different policies apply to our one-day and Arctic/Antarctic trips.
- Absolutely no refunds or credits can be made on any portion of a tour once travel has commenced.
- If you find a suitable replacement you will be given a full refund, less a \$100 handling fee.
- Insufficient registration on a particular trip or expedition may require that we reschedule or withdraw your trip. If we withdraw the trip, we will fully refund all payments made to us. Our liability shall in no case exceed the obligation to refund the amount you paid us.
- Penalties for changing or canceling domestic or international airplane reservations are not the responsibility of The Northwest Passage.

INSURANCE WAIVER

Trip _____ Date of departure: _____

Travel Insurance Provider _____ Policy # _____

or I have been offered the following travel insurance and I have declined the purchase of:

- _____ trip cancellation & emergency evacuation
- _____ travel accident/limited sickness
- _____ baggage
- _____ flight insurance
- _____ all of the above

I, the undersigned, will not hold The Northwest Passage, Inc. responsible for any expenses incurred by me resulting from cancellation of my trip, accident, sickness, stolen or damaged baggage.

Signature: _____ Date: _____

Print Name: _____

Return signed original to us and retain a copy for your records.