FLIGHT CHANGE / OWN FLIGHT ARRANGEMENTS FORM

PLEASE COMPLETE CLEARLY USING BLOCK CAPITALS

Title First Name Surname	
Contact Tel No.	Email*
Challenge Name/Destination & Departure Date	

Payment can be made on your passenger portal, BACS payment or you can give us a call if you prefer to pay by debit/credit card.

For BACS payments the bank details are:
NatWest Bank plc; A/C No. 78564212; Sort Code: 54-41-19; A/C Name: Discover Adventure Ltd.

Please use your booking reference and surname when making payments by BACS

FLIGHT EXTENSION

I wish to extend my flight and travel independently. I would like to leave the group and depart on:

1st Choice of Date: ..... **2nd Choice of Date**: .....

I am travelling on my own / with ..... (*Please indicate name)*

I confirm I have read the below and understand that:

- All flight changes **must** be requested **at least 3 months** before departure
- Limits often apply to the number of seats that can be changed by the airline. The earlier a change is requested the better. There is no guarantee that a request made by the 3-month deadline will be successful if this limit has been reached. Changes are made on a first-come first-served basis.
- My request is subject to flight availability and is at the discretion of the airline. I understand that changing a date from a main group booking often takes a considerable amount of time to process.
- Where flight availability is very limited, the airline may impose a surcharge which is payable even if requested before the 3-month deadline
- Once I have received confirmation from Discover Adventure of my new arrangements, these cannot be changed.
- Changing the route of the return flight may be possible in certain cases; enquire if you wish to do this
- There is a non-refundable administration charge of **£75.00** per person for return date changes (enclosed). Discover Adventure is not able to process my request until the administration charge has been received.

Signed ..... Date: .....

OWN FLIGHT ARRANGEMENTS – notify us **at least 3 months** before departure

☐ I am making my own flight arrangements; do not include me on the group flights

My flight details are: (include all flight numbers and times including connections)*

* Provide these no later than 10 weeks before departure if you do not yet have confirmed flights

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I confirm I have read the below and understand that:

- I must notify Discover Adventure that I am arranging my own flights **at least 3 months** before departure
- A land-only tour cost must be requested from Discover Adventure by this time; any resulting discount will be deducted at time of final invoice. Failure to return this form to Discover Adventure by the above deadline will nullify any land-only quotes agreed and render the full tour cost payable without exception
- I must discuss my arrangements with Discover Adventure before committing to alternative flights. I must ensure my flights are suitable for the itinerary, and make and abide by arrangements with Discover Adventure for meeting the rest of the group. If my flight schedule changes, I will notify Discover Adventure straightaway
- Any necessary transfers (i.e. to/from group hotel) are at my own cost
- Waiting until the trip has reached minimum group size and therefore guaranteed to run is strongly recommended; booking my own flights without checking this is entirely at my own financial risk
- If after notifying Discover Adventure I change my mind, I understand it may not be possible to be reinstated on the group flight. If a surcharge is payable I will pay this in full at Discover Adventure's request

Signed ..... Date: .....