

# REQUEST TO CANCEL CRUISE SEMINAR BOOKING

RESERVATION NUMBER: \_\_\_\_\_ DATE OF CRUISE SEMINAR: \_\_\_\_\_

NAME OF GUESTS ON BOOKING:

\_\_\_\_\_  
GUEST 1

\_\_\_\_\_  
GUEST 2

## **CANCELLATION POLICY:**

- ♦ When canceling, if you are traveling with a roommate who is not a spouse, significant other, or family member, we must ensure that your roommate is fully aware of the cancellation.
- ♦ We must receive separate, signed cancellation forms from both parties **PRIOR TO THE FINAL PAYMENT DATE** before we are able to cancel your reservation.
- ♦ If you have not yet paid your seminar fees due to them being deferred as a courtesy, you will still be responsible for those cancellation charges and **MUST** provide us with a credit card to charge the seminar cancellation fees to; you **MUST** pay the cancellation fees before the cruise reservation will be cancelled.
- ♦ If you are coming close to a final payment deadline, please ensure that your form is submitted prior to, or on the final payment date by 5pm EST, or you will incur increased penalties.
- ♦ If you do not submit a cancellation form prior to the final payment date listed on your Cruise Academy invoice, or if you simply never contact us to pay your balance by the final payment date, you forfeit any deposits paid towards the cruise seminar.

## **CANCELLATION PRIOR TO FINAL PAYMENT DATE:**

- ♦ 25% cancellation fee deducted from seminar fee refund (full credit towards a future seminar within 2 years.)
- ♦ \$50.00 per person cruise cancellation fee (\*non-refundable)

## **CANCELLATION AFTER FINAL PAYMENT DATE:**

- ♦ 50% cancellation fee deducted from seminar fee refund.
- ♦ \$50.00 per person cruise cancellation fee in addition to cruiseline penalties.
- ♦ *Cruise penalties will apply; visit cruiseline website for details or ask your agent.*

## **CANCELLATION LESS THAN 30 DAYS FROM SAIL DATE:**

- ♦ No refund of seminar fee.
- ♦ *Increased cruise penalties will apply.*
- ♦ *Visit cruiseline website or ask your agent.*

## **CANCELLATION BY DEFAULT**

- ♦ You do not contact us or make your final payment.
- ♦ You do not submit a cancellation form **PRIOR TO** the final payment date on your invoice.
- ♦ Any and **ALL** deposits / Payments made are forfeited.

## REQUEST TO CANCEL CRUISE SEMINAR BOOKING (CONT,)

I have read the above cancellation policy and wish to cancel the cruise seminar reservation I booked with The Cruise Academy.

I understand that I will incur cancellation fees, regardless of the reason for cancellation.

*We do realize that 'life happens', but as a business we must maintain such policies and procedures.*

- ♦ Your reservation will be cancelled within 72 hours of receipt of this form. \*If you are canceling close to final payment date, we will cancel your cruise reservation in time so that you don't incur additional penalties from the cruiseline; this is provided you have supplied us with the cancellation form(s) in a timely manner and have provided a method for us to charge your cancellation fees to.
- ♦ We must receive cancellation forms from **BOTH parties**, if you are not from the same family, or paid separately.

All refunds will be minus the cancellation fees.

- ♦ You will receive a credit to your credit card from the cruiseline for the amount you have paid towards your cruise.
- ♦ If you are canceling within 60 days of when you booked, you will receive a credit to your credit card from The Cruise Academy, for your refunded seminar fees, minus all of the cancellation fees.
- ♦ If you are canceling more than 60 days after your initial registration, you will receive a check in the mail within 30 days, for the balance, minus all of the cancellation fees.

I have read and understand the above, and need to cancel my reservation.

Reason (optional): \_\_\_\_\_

### **Charge My Cancellation Fees to:**

Visa | Mastercard | Discover | Amex # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3 Digit Security Code (4 digits Amex) \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

**PLEASE FAX THIS FORM TO: 1-888-308-2515**

*We will email you confirmation of your cancellation request*

*Contact Us at 1-800-688-9385 with any questions.*