

## NARGS Tours and Adventures Cancellation Policy

The NARGS Tours and Adventures Committee requests the following revisions to the cancellation policy adopted in 2017<sup>1</sup>. The purpose of the revisions is to document how deposit requirements are set for tours and when final payment is due, and to increase the fees associated with cancellation by a registered participant. Critical to this policy is the need to generate sufficient funds to cover payments required by long lead-time vendors (e.g., lodging and transportation services) and to reduce the risk of financial losses resulting from cancellations within 120 days of the start of a tour.

Date	Payment Status	Cancellation Fee	Comments
Submittal of deposit	Greater of 25% of tour cost or \$150	50% of deposit	Current policy does not provide guidance on how deposit amount is to be set and allows free cancellation within 2 weeks of registering
120 days before tour start	Balance of tour cost due	100% of deposit if final payment is not made by due date	Sets deadline for final payment. No change in cancellation fee if final payment not made
31-120 days before tour starts	After submittal of final payment	50% of tour costs	Current policy would retain only the deposit if cancellation received 31 days prior to tour starts
0-30 days before tour start		100 % of tour cost	No change

These revisions would apply to tours organized and conducted by NARGS. Deposits and fees for tours conducted by a third-party can be higher if required by the vendor's requirements. The proposed wording of the policy is as follows:

### **Proposed NARGS Tours and Adventures Cancellation Policy**

Cancellation Policy for NARGS led tours (for tours led by a third party, they set the cancellation policy).

- Cancellations after deposit is paid but prior to the final payment due date will forfeit 50% of deposit.
- Failure to submit final payment by due date will result in forfeiting 100% of deposit.
- Cancellations after final payment made but more than 30 days before start of the tour will forfeit 50% of tour cost.
- No reimbursements or credits will be given for cancellations within 30 days of start of tour.

Each registrant is urged to obtain private trip insurance to cover any exigencies requiring cancellation.

---

<sup>1</sup> **Current NARGS Tours and Adventures Cancellation Policy (developed 4/3/2017) is:**

Cancellation Policy is for NARGS led tours. (Not tours led by a third party; they set the cancellation policy.)

- Cancellations made more than two weeks after deposits are due will forfeit 50% of deposit.
- Cancellations made after final payments are due will forfeit 100% of deposit.
- No reimbursements or credits will be given for cancellations within 30 days of the tour commencement.
- Each registrant is urged to obtain private trip insurance to cover any exigencies requiring his or her cancellation within this period.

**NARGS Tours and Adventures Cancellation Policy**

Cancellation Policy for NARGS led tours (for tours led by a third party, they set the cancellation policy).

- Cancellations after deposit is paid but prior to the final payment due date will forfeit 50% of deposit.
- Failure to submit final payment by due date will result in forfeiting 100% of deposit.
- Cancellations after final payment made but more than 30 days before start of the tour will forfeit 50% of tour cost.
- No reimbursements or credits will be given for cancellations within 30 days of start of tour.

Each registrant is urged to obtain private trip insurance to cover any exigencies requiring cancellation.

**Adopted January 20, 2019**