



## S-Trip! - Name Change Request Form - Canadian and American Travelers

### Requirements

A name change is possible at the discretion of our suppliers. The responsibility to find a suitable new passenger is yours alone. You cannot complete a name change with an existing passenger or anyone previously registered for this trip. To request a name change your account must be current and up to date.

**A NAME CHANGE REQUEST MUST MEET THE FOLLOWING REQUIREMENTS:**

The Replacement's Registration Form and payment must accompany this request.

The Replacement will assume all details of the Passenger's package [eg. price, roommates, etc.].

The Passenger will receive a refund when the replacement's payments have been processed.

**Fees and restrictions:**

Fees may apply with external suppliers depending on the time name change request is placed.

### Passenger

School or Group Name: \_\_\_\_\_

Passenger Name: \_\_\_\_\_ Mr.  Ms.

**IF YOU ARE UNDER THE AGE OF 18 YEARS THIS FORM MUST BE SIGNED BY A PARENT / GUARDIAN**

I, the above stated passenger, have decided not to travel on the S-Trip! package I had reserved. I have found a replacement stated below. I understand that I will receive a refund for all payments made to S-Trip! less the name change fee.

\_\_\_\_\_  
Passenger Signature

\_\_\_\_\_  
Date

### Replacement

School or Group Name: \_\_\_\_\_

Replacement Name: \_\_\_\_\_ Mr.  Ms.

**IF YOU ARE UNDER THE AGE OF 18 YEARS THIS FORM MUST BE SIGNED BY A PARENT / GUARDIAN**

I, the above stated replacement have decided to travel on the S-Trip! package reserved by the passenger stated above. I understand that I will take responsibility to make all necessary payments in place of the passenger.

\_\_\_\_\_  
Passenger Signature

\_\_\_\_\_  
Date

### OFFICE USE ONLY

REFUND AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_ PICK UP  MAIL  REP