



How To Enrol

I) At the time of registration

Agent application form

Please print clearly in CAPITALS

Section 1 Child information

Family name	First name	Sex	Birthdate DD/MM/YY	Mother tongue
1		<input type="checkbox"/> M <input type="checkbox"/> F		
2		<input type="checkbox"/> M <input type="checkbox"/> F		
3		<input type="checkbox"/> M <input type="checkbox"/> F		

Section 2 Booking information

Session	Session Code	Escorted travel service
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>

Section 3 Optional extras

Complimentary	Accidental
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>

*Please attach an Arrival and departure information form for each session (see page 1 of your guide) - 2018
Below * Escorted service is only valid for 2018

Accidental insurance value: _____

Section 4

1) Complete the Village Camps Agent application form and fax it to +41 22 990 94 94.

Session Code For example CHTE-2 = Tennis and English Language Camp in Leysin, Switzerland, 2nd session.

Escorted travel service If a transfer is needed please mention it on the application form, as well as the airport/train station if already known.

Cancellation insurance Please highly recommend this option to your clients so that they may be refunded if they cancel the booking at least 5 days before camp.

Accident / illness insurance If your clients are not covered by their own illness insurance, please recommend this option. Please note that this insurance also covers accidents. It is not necessary to add the accident insurance above.

Laundry service : Only available to those campers staying more than one session. This is a complimentary service.

The Information booklet and Confidential information form can be printed from the Agent's Website. You can call us at any time if you need more of our red luggage labels.

2) Wait for our faxed or e-mailed confirmation and invoice before you confirm anything to your clients (especially when summer is approaching and the programmes are filling up quickly).

3) Forward the following documents to your clients without delay:

Information booklet This very important information kit contains all necessary information regarding our policies, preparation for camp and important contacts, fax, tel. nr. and e-mail addresses during the camps.

1 health form (Confidential information form) per student. This form is vital for us as it contains all emergency numbers and important information regarding the health of the student.

Please make sure your clients return it duly filled in as quickly as possible, do not forget to fill in the agent's part at the bottom of page 1.

2 red luggage labels per student. Kindly ask your clients to put these labels on their luggage so that our representative can easily locate the students at the airport/train station.

Also, make sure that they look for Village Camps upon arrival and NOT your agency name!

CONFIDENTIAL INFORMATION FORM

Please carefully complete this form and return to our office NO LATER THAN FOUR WEEKS BEFORE THE START OF CAMP.
Please print clearly in CAPITALS.

CHILD INFORMATION

Family Name: _____ First Name: _____ M F

Date of Birth (DD/MM/YY): _____ Nationality: _____

Mother tongue: _____

Other language(s) spoken: _____ Fluent Good

Fluent Good

School Attended: _____

BOOKING INFORMATION

First Session Code (Example: USL2)	Second Session Code	Third Session Code	Arrival Date (at start of camp)

LANGUAGE LEVEL (FOR LANGUAGE PROGRAMS)

Language Programme: _____



II) To check 4 WEEKS before camp

4) Make sure you faxed back all pages of Health forms (Confidential information forms).

Please do not forget to fill in the Agent's part at the bottom of page 1 including an emergency number where we can reach you 24h/7.

5) Make sure you have advised us of all Travel details.

Please be very attentive to our escort policy and make sure that the flights/trains you book are WITHIN our VALIDITY PERIOD so you can invoice your clients for the correct amount.

a) Each arrival and departure OUTSIDE THE DATES (first day of camp and last day of camp) AND TIMES MENTIONED FOR EACH PLACE (see *Arrival and departure information form*) will be charged **Euros 65** for an extra escort.

b) Our validity periods are based on distances from arrival points to camp and transport available. If the validity period is not respected, we might also have to charge your clients an additional supplement of 2 x €135 (extra night – camper & counsellor) if a hotel stay is required.

c) An extra night of **Euros 135** will also be added in case of arrival one day earlier or departure one day later.

Please note that this MUST BE REQUESTED IN ADVANCE and that it is NOT POSSIBLE to arrive one day before the beginning of the first session or to leave one day after the last session!

6) Make sure the invoices are settled before the arrivals at camp. The students will be accepted to camp only if their invoices show a 0 balance.