

## **Professional Diving Resources Travel and Cancellation Policies**

### RESERVATIONS

A per person deposit is required to secure a reservation for all of Professional Diving Resources tours, which is not considered firm until the deposit is received. The appropriate deposit requirements are as follow.

**\$300 per person** for all travel outside the United States

**\$200 per person** for all local and domestic travel unless otherwise listed

### **2nd Payments**

180 days to trip departure, dollar amount varies with trip cost

### **3rd payments**

120 days prior to trip departure, dollar amount varies with trip cost

### **Final payments**

Due 65 days prior to trip departure, dollar amount varies with trip cost

### FINAL PAYMENT

Final payment for all tours is due 65 days prior to departure. Payment for tours can be made by cash, check, Visa, or MasterCard. Payments not received on time will result in reservation cancellation without refund.

### CANCELLATION

Professional Diving Resources must receive cancellation notification in writing 91 days prior to trip departure. Air penalties are not part of the percentages below and are non refundable by Professional Diving Resources. If cancelled spaces can be sold to another customer a forfeiture of the deposit, credit card fees and processing will be assessed and the remainder of the trip fee refunded.

- 91+ Days Prior: Deposit plus credit card fees and processing fees are forfeit.
- 90-61 Days 50% of trip cost plus credit card fees and processing fees are forfeit.
- 60-46 Days Prior: 75% of trip cost plus credit card fees and processing fees are forfeit.
- 45- days or less: 100% of trip cost plus credit card fees and processing fees are forfeit.

## PRICING

Quoted tour prices include planning, handling and operational charges and are based on the current rate of exchange and tariffs. In the event of a marked change in foreign exchange rates, fuel costs or tariff rates, tour costs are subject to revision. Such increases will be added to the client final billing. Professional Diving Resources reserves the right to vary itineraries and prices, and to substitute facilities and hotels of equal or better quality if necessary.

In the event that transportation or liveboards are purchased from Professional Diving Resources, The base fare is guaranteed, however passengers are subject to any and all tax/fuel and surcharge increases imposed by service provider at time of ticketing or at time of travel.

Prices in the travel industry are in a constant state of flux. While we do our utmost to maintain stability and accuracy in pricing, all prices are subject to change without notice.

## INCLUDED IN TOUR PRICE

Cost and fees of lodging, scuba diving, and processing fees. Some tours include airfare, meals, ground transportation and transfers upon arrival.

## NOT INCLUDED IN TOUR PRICE

Cost of obtaining passports or visas, laundry, meals, beverages or sightseeing not included in the itinerary, travel insurance, gratuity to guide, driver, communication charges, upgrades, single room supplements, baggage fees. Port charges and gratuities to crew are not included on cruises.

## PROOF OF US CITIZENSHIP, PASSPORT, VISA & MINOR CHILDREN REQUIREMENTS

Minors traveling with either one parent must have a certified letter of permission from the parent or parents who is/are not traveling. This letter must be presented at airport check-in. All international tours require a current passport. Entrance to most countries requires your passport be valid for 6 months after your return date. Your passport number must be recorded by a Professional Diving Resources agent when making your reservation. Names on airline tickets must appear as shown on passport. Photocopies are not acceptable forms of identification. Non U. S. Citizens are responsible to fulfill appropriate entry requirements of the destination country. Contact the local Consulate for information.

## AIR TRANSPORTATION

Professional Diving Resources arranges airfare for select trips and negotiates the best-priced airfare available at the time of booking. Passengers wishing to cancel or change their air reservation may be subject to cancellation penalties. Airlines involved in tours are not responsible for any act, omission or event during the time passengers are not on board their planes or conveyances. Professional Diving Resources is not responsible for unforeseen flight delays, charges due to changes required during political unrest, or schedule changes imposed by the airlines. Air schedules may be subject to change at the discretion of the airline.

### DEPARTURE TAXES, SECURITY FEES, FUEL CHARGES, BAGGAGE FEES

When purchasing air transportation from Professional Diving Resources, various taxes, fuel charges and airport fees are included in the air ticket expense. Such fees may be subject to increase by governments and/or airlines and will be the responsibility of the client at any time. Baggage weight, size restrictions and fees may change and are the responsibility of the client. Baggage fees are the sole responsibility of individuals traveling.

### AIRLINE SECURITY

It is the passenger's responsibility to provide valid identification in the form of a passport or other required identification at the time of airport check-in.

### RESPONSIBILITIES

These tour programs are operated by Professional Diving Resources, LLC. 8143 Broadview Rd. Broadview Hts. Ohio 44147. In common with other companies, Professional Diving Resources acts only as an agent for tour members in arranging vacation services offered on this web site and storefront including transportation, sightseeing, scuba diving, and accommodations through independent contracts. Air carriers, accommodations, and other suppliers (including but not limited to trains, cruises, ferries, motorcoaches, hotels, tour guides and restaurants) providing services are independent contractors and are not agents, employees, servants, or joint venturers of the Company or its affiliates. All travel documents for services issued by the Professional Diving Resources are subject to the Terms & Conditions specified by the supplier, which are available upon request, and to the laws of the countries in which the services are supplied. Professional Diving Resources reserves the right in its sole discretion to make changes in the itinerary and is not responsible for expenses, loss of time, money or other incidents resulting from a change of tour scheduling made for tour members, including any rescheduling due to political unrest. Professional Diving Resources is not responsible for any losses or damages of personal property, injuries, thefts or unforeseen expenses incurred by any tour member.

### WAIVER

Remoteness of areas, local custom, or prevailing weather conditions may cause substitution of facilities and/or equipment, minor inconveniences or modification to the diving portions of the program itinerary. Professional Diving Resources reserves the right to modify and/or cancel diving arrangements due to unfavorable weather conditions and to substitute comparable equipment. No refunds, credits or rain checks can be made for canceled diving arrangements

due to adverse weather, or for substitution of facilities and/or equipment or for services or goods provided in the itinerary should such services or goods not be utilized by tour members. All participants agree to comply with any reasonable term or regulation that Professional Diving Resources may prescribe during the course of the program. Professional Diving Resources reserves the right to deny an applicant for any reason.

### TRAVEL INSURANCE

Professional Diving Resources strongly suggests purchasing a travel insurance plan. Professional Diving Resources recommends both diving and travel insurance which can be secured by [Dive Assure](#) or [DAN Travel Insurance](#).

Be sure to check with your health insurance provider as many US medical coverage plans vary. Travel insurance companies Insurance costs are based on the total tour cost, including air taxes and charges listed under "Not Included." These charges are added to the final billing. Approximate amounts can be given at time of reservation in order to purchase the appropriate amount of insurance.



I have read and understand the contents of this travel program.

Trip Destination \_\_\_\_\_

Trip Travel Dates \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_