



**EDUCO**  
adventure school

## STANDARD TERMS OF AGREEMENT

Please read carefully.

### PAYMENTS, RESERVATIONS, & DUE DATES

**Booking Agreement Acceptance:** Please review your Booking Agreement, and return to Educo (via fax or email), *once both yourself and your Principal/Supervisor have signed it*. These signatures mean you have read and understand the terms. Please contact us directly if you have any questions.

**Deposit:** In order to make a reservation for your requested dates, we require a *non-refundable* payment of 10% of the total estimated fee.

**First Payment:** A non-refundable payment equal to 80% of the total estimated fee is due 8 weeks prior to your program. Please see your booking agreement for the **due date and amount specific to your course**. *Before* your 80% payment is due, if your participant numbers have changed, please call Educo office to update your booking agreement. After 80% payment is due, you are responsible for the amount reflected by the participant numbers already indicated in your booking agreement.

**Final Payment:** You will be invoiced for any remaining balance upon the completion of your Educo program. This payment is usually equal to about 10% of the total estimated fee, depending on your final number of participants on the day of the course. If total actual number of participants is less than 90% of your original booking agreement, you will be billed for a minimum of 90% of your total original booking numbers on your final invoice.

Each payment will be based upon the confirmed number of participants at the time of payment.

Please make all cheques or money orders payable to "Educo School." You can mail cheques to the address at the bottom of this page.

### LODGING & MEALS

Lodging is in simple cabins. Educo provides a bunk bed and mattress for each participant. Participants are responsible for bringing warm sleeping bags or rental sleeping bags are available for a small fee (see RENTALS below).

Educo provides 3 meals a day and usually 2 snacks per day. Snacks are given out at appropriate times (it is difficult to snack at specific times during some activities – eg. High Ropes). Personal food brought by students is collected for hygiene issues (critter attraction) and fairness (not all



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students are able to bring snacks); all personal food is returned at the end of the course. Teachers can coordinate with us for additional snacks. We accommodate dietary needs/food allergies. There will be a charge of \$10/night/person for any special dietary needs (eg gluten free).

For all day groups (not staying overnight), price covers staff facilitation and expertise and use of facilities; price does not include food. For day groups, students bring a bagged lunch. Teachers can coordinate with us if they would like to bring extra snacks.

We reserve the right to have another group at the Educo site if space and numbers allow.

## CANCELLATIONS

If you cancel after making a reservation for your dates and paying your deposit, your deposit is held.

If you cancel within 8 weeks of your course start date, your deposit and first payment are held.

If you arrive with less than 90% of the student numbers you originally booked, your first payment and deposit (equaling 90% of your original booking) will be held but your final payment will be waived.

## FORMS

**Registration Forms:** All participants, including adults (this includes any adults on site), are required to complete, sign and return an application form, medical form and waiver. These forms are below. There is a specific form for students (under age 19) and chaperones/teachers/learning aids (over age 19).

We suggest you distribute and discuss the waiver with the parents now to avoid any last minute cancellations.

**The completed forms must arrive at the Educo office a minimum of two weeks before the program begins.**

**Class/Group Checklist:** Please fill this list out with the names of the students coming. It helps with our organization for your trip and to confirm the receipt of all necessary forms.

**Packing List:** Please ask families to borrow what they can from other friends if they do not have an item – there is no need to buy new clothes or equipment. If someone cannot locate an item, we have some warm clothing available for lending at no cost (we do not have enough warm clothing to give 3 pieces to each student so please do your best to borrow).



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## RENTAL EQUIPMENT

We have a limited number of sleeping bags available for rent. The charge for these is \$25/bag. If a student requires an additional sleeping bag (as an overbag/extra layer), the charge for this bag is \$10. Sleeping mats are included in your nightly cost. Rentals can be prearranged. Alternatively, if unexpected use of sleeping bags occurs during course, an invoice will be issued after the course and the rentals can be paid with your final payment.

### Deadlines Summary:

Action	Deadline
Pay Deposit (by mail)	ASAP to reserve your dates
Return Booking Agreement (by email reply, fax or scan & email)	ASAP to reserve your dates
Update numbers & Confirm Amount due; Pay First Payment	Check your booking agreement for date specific to your booking
Send in class list and all registration forms for students & chaperones	2 weeks before course start date
Pay Final Payment; Pay Rental Charges (if relevant)	Upon receipt of final invoice

*Thank you for your teamwork! We look forward to seeing you at our site!*



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