

Tour Information and Policies

Registration

Once we receive your reservation form and \$500 deposit (\$300 is refundable), you will receive a detailed registration form. Spaces are limited. Acceptance is based on a first-come, first-serve basis. In case CACBC must cancel tour due to unforeseen events, deposit will be refunded in full.

Discounts

It can be received in the following two situations, if both situations apply only one can be offered (see your registration form to see if it's offered on your trip).

1. Groups of six or more receive a \$50 discount per person. To ensure their discount, all group members must send reservation forms and deposits at the same time.
2. Early bird registration at a designated date (see your registration form) will receive \$50 off

Roommates

We encourage you to find a roommate (two people per room), so everyone has more fun! If requested, CACBC will try to find you a roommate, but not guaranteed.

Passport and Visa

A valid passport and a visa are required when you visit China. You should obtain these yourself, however, CACBC will obtain these for you for a fee. More information below.

Health

The Centers for Disease Control currently do not require inoculations; however, current tetanus and hepatitis are recommended. Visit the [CDC](https://www.cdc.gov) website for more info.

Medication: Bring *all* medications you will need, as we may not have time to obtain them in China.

Nonprofit Rate

All tours sponsored by the Chinese American Cultural Bridge Center are priced at nonprofit rates, and include all travel, lodging, meals, site-seeing guides, admissions, and limited travel insurance while in China.

Single Supplements

Quoted prices are based on single traveler, double occupancy. Group discounts are based on number of individuals in the group. See your registration form for the Single Supplement price for that particular year.

More Policies and Information

Pre-registration/Reservation

Pre-registration/Reservation Forms for groups and individuals are open till the delegation is full. The reservation fee is \$500 per person and reservations will be made on a first-come first-serve basis. You will receive confirmation as soon as we receive your Pre-registration/Reservation Form either over email or through the mail.

Detailed Registration

A more detailed registration, including medical, family contact and so forth will be mailed out once the reservation form is received. If the reservation fee at that time has not been paid, it must be accompanied with the signed Detailed Registration Forms. Reservations will be made in the order they are received. Pre-registration and Detailed Registration will remain open if the delegation is not full.

Method of Payment

Checks and Money orders are payable to **Travel Study China**. Send to: Chinese American Cultural Bridge Center, 2809 Embers Lane, Arlington Heights, IL, 60005.

Payment Deadlines

See your specific reservation form for that particular trips deadline. But all trips last payment should include your U. S. departure tax, and Airline Fuel charge (Departure tax and fuel charge are subjected to change).

Cancellations and Refunds

Cancellation notices must be submitted in writing to CACBC. Cancellation fees will be charged, and deducted from your refund. The airline ticket portion of your tour is refundable (*see restrictions below). Cancellation fees will be calculated based on your total land tour price, not including airfare. Fees are based on date of receipt of written notification, as follows:

Before trip deadline: refund minus administration fee of \$200.

After trip deadline: refund minus administration fee of \$350.

61 to 90 days prior to departure: refund minus administrative fee of \$500 plus 20% of the total tour price.

31 to 60 days prior to departure: refund minus \$500 fee, plus 40% of total tour price.

8 to 30 days prior to departure: refund minus \$500 fee, plus 60% of total tour price.

7 days or less prior to departure: no refund.

* Airline tickets will be refunded according to restrictions imposed by the participating airline. Cancellation notices received on Fridays after 4:00 PM (PST) will be treated as if received Mondays 9:00 AM (PST).

Waiting List Period:

The waiting list for groups and individuals will begin 60 days before departure. The WAITING LIST WILL BE CLOSED 30 DAYS BEFORE DEPARTURE.

Tour Documents

A tour document packet (ticket, meeting-point information, etc.) will be sent to you

two to six weeks before departure. If you request your documents be sent earlier, there is an \$80 per person special handling charge.

Group Registration

If we cannot put you on the cultural exchange Tour to China because of late registration or limited space, you will receive a full refund.

If you request to be specifically grouped with friends and partners (see Registration Form), we will do our best to keep your specified group together when organizing ground transportation, hotel rooms, site-seeing activities, etc.

Discount for a group registration of six (6) people or more is \$50 per person

Methods of Payment

Checks are preferred, but payments are accepted through Paypal.com. There is a \$1,300 limit for credit card payments. Please make checks and money orders payable to **Travel Study China**. Returned checks are subject to a \$90 processing fee.

Pricing Adjustments

Price quotations, whether written or verbal, are subject to adjustment in event of error in price computation or changes in travel costs. You will be sent an adjusted invoice reflecting the increase or decrease.

Special Requests

Special travel arrangements will be charged a service fee of \$150 or more, depending on the extra service being provided. Special arrangements include, but are not limited to: Stay Ahead/Stay Behind Options.

Revision Fees

Any alterations made to your registration (change of names, city, dates, etc.) could result in up to a \$300 fee (this includes airline, agents and processing costs). Please fill out your Registration Form carefully to ensure it exactly *matches the information on your passport*.

International Travel

Quoted prices are from flights departing from *California*, if participants want to leave from other international airport within the United States there will be a \$150 additional fee. CACBC only uses airlines with good safety records for its international flights, including Northwest Airlines, Air China, United Airlines, and Air Canada, Continental Airline etc. CACBC reserves the right to make final decisions regarding departure gateways.

Domestic Travel

Domestic travel from your hometown to the departure gateway is your responsibility. We encourage you to anticipate arrival in the gateway city at least four hours before your scheduled departure. We cannot be responsible for domestic flight delays or other travel issues that may arise during your domestic travel. U.S. domestic flights can be arranged upon request by CACBC for groups larger than fifteen departing from the same city. Please do not arrange your domestic flight until we confirm your international flight to China since airlines has made many changes and may change again. Fares are based on existing tariffs. We encourage all participants to keep in touch with us over email or phone to keep up with the latest international flight information. You can use your travel agent to book your domestic flight if needed.

Permission and Supervision

Participants younger than eighteen years of age must have a signed letter of parental consent. A parent or guardian must accompany children under twelve. Groups must provide chaperones to accompany student-age participants.

Passport and Visas

A passport (must be valid for at least six months from your expected departure from China), and a visa are required for travel to China. You are responsible for obtaining the proper travel documents (valid passport and visa), and for keeping them on you throughout the tour. Any delays, including missed portions of the tour, or other losses or damages resulting from improper or missing travel documents are your responsibility. Any costs from hiring a tour guide for an extended stay in China, or expired airline tickets are your responsibility.

You can get more information about obtaining a visa by contacting the following lists, or if your state is not among one of the lists then you can find it through this website, click on your state and it will direct you to the Embassy where you can attain your visa. <http://www.china-embassy.org/eng/hzqz/t84229.htm> Once you download the application form, always fill out your application completely with a passport sized picture attached. Payment for visa are paid in person when you pick up your visa, most embassy only accept cash or check, but always check before hand. Another helpful website is <http://www.asststork.com/pages/consulate.html>

Visa Office of the Chinese Embassy in Washington DC

Room 110
2201 Wisconsin Avenue, NW
Washington, DC 20007
TEL: 202-338-6688
Faxback: 202-265-9809
FAX: 202-588-9760
Office Hours: 10:30 AM - 12:30 PM and 1 - 3 PM Monday - Friday

Consulate General of the Peoples Republic of China in Houston

3417 Montrose Blvd.
Houston, TX 77006
TEL: 713-521-7459
TEL: 713-521-9589 (9AM-10AM)
FAX: 713-521-0237
visa@chinahouston.org

Consulate General of the Peoples Republic of China in San Francisco

1450 Laguna Street
San Francisco, CA 94115
TEL: 415/674-2900 (Main Number)
TEL: 415/928-6931 (Visa Section)
TEL: 415-563-9232
TEL: 415/674-2928 or 415/674-2941
FAX: 415/563-4861

Consulate General of the Peoples Republic of China in New York

520 12th Avenue
New York, NY 10036

Recording: 212-330-7400
TEL: 212-330-7410
Authentications: 212-330-7410
Live Human: 212-502-0271 (2:00 PM - 4:30 PM only)
FAX: 212-502-0245
Faxback: 212-868-7761/2
Office Hours: 10AM - 12:00 noon, 12:30 PM - 3:00 PM, Monday-Friday.
This consulate accepts cash, company checks, or money orders only.

Consulate General of the Peoples Republic of China in Chicago

One E. Erie Street Suite 500
Chicago, IL 60611
TEL: 312-573-3070/1
FAX: 312-803-0122
Office Hours: 9 - 12 and
1 - 2:30 Monday - Friday.

Consulate General of the Peoples Republic of China in Los Angeles

443 Shatto Place
Los Angeles, CA 90020
TEL: 213-807-8088
TEL: 213-807-8018
TEL: 213-380-2508
FAX: 213-380-0372
FAXBACK: 213-380-2506/7

Visa Procurement

CACBC would prefer not to handle individual visas. You may obtain it yourself or through agencies. If you would like us to obtain a visa for you, send your valid passport, one passport-sized photograph, and we will put you in touch with an agent we trust and you can work out a payment plan with that agent.

Luggage

Less is better; as you are traveling in China from cities to cities we recommend that you limit baggage to one piece of luggage per person plus one carry-on bag. If your travel includes domestic flight, that restriction limits you to ONE carry-on bag and although you can bring more than one checked in bag, that checked in bag(s) total weight MUST weigh less than 20kg (44 lbs). This domestic flight restriction is no exception even if you are traveling internationally, so please bring less or you will be subject to charges according to the air carriers existing tariffs.

For only international flight you can bring one carry on bag plus 2 checked in bag, each checked in bag weight no more than 50lb.

Helpful Note: To prevent charges to overweight bags, always bring less than what the bag limit is. As you are traveling from cities to cities, your purchased items along the way can take up space and add weight to your luggage; this is usually where the unexpected hassle can occur. One way of preventing this is to bring items such as food, gifts, or clothing that can be replaced once in China, so when those items are used up, you can replace it with your purchases without having to worry about overweight luggage charges.

Cultural Exchange Gifts

This is an option we like to keep open for you, but definitely not a requirement for your trip. This gift exchange was suggested by one of our educator when they visited a school, it shows an appreciation from the participant, although the experience on both side overshadows any materialistic gift they can ever receive. But just incase you want to exchange more than email; you can also give them an American coin, pins, or any American symbolic item. The specific places where these gifts are open for exchange are in schools, universities, institutions, or another group in your specialties in China where you will be visiting. We want you to acquire the best experience, and possibly an outstanding opportunity or connection to your field of art.

Portage

You will be responsible for taking your own luggage through customs. We will provide porters and assistance with your luggage whenever possible. Because porters may not always be available, you should be prepared to handle your own luggage whenever necessary. Porters are available in hotels, if you choose to use their service a 5 -10 Yuan tip will be enough depending on the amount of bags.

Accommodations

Accommodations are provided at three or four-star hotels when touring in Beijing as stated in the itinerary. Accommodations are provided in the Shaolin Temple Authorized Training Centers, training center dorm rooms, or 2-star hotels. All rooms have private bathrooms, all hotels have multiple elevators. All rooms are double occupancy unless otherwise requested.

Tipping Guides

In China, tips for guides are usually \$7-\$10 dollars per day for bus drivers, local and national guides only during tour days in Beijing. To avoid misunderstandings and/or unwanted solicitation, we find it better that we collect, negotiate, and distribute tips on your behalf, which we will inform you of the final amount as we approach the beginning of the tour.