



NAME CHANGE / TRANSFER POLICY

- Only trips which are paid in full may be transferred to another individual.
- **The new traveler must fill out a trip application and attach it with this form.**
- There is a fee for any name change/ transfer. **The fee is \$100.**
- This transfer agreement must be signed and completed by the original traveler before the transfer will be approved. Transfers will not be approved without this form.
- The person who is taking the transferred trip must not be previously registered for that trip.
- Deposits are non-transferable.
- Transfers will not be permitted within 7 days of departure, NO EXCEPTIONS.
- For El Nino travelers, transfers which are submitted after the final payment deadline will only be approved if there is not a conflict of co-ed rooming. There is no co-ed rooming for any El Nino trip.

TRANSFER AGREEMENT

I hereby notify S.W.A.T. (Summer Winter Action Tours), that I have authorized the following individual to take my place on this trip. I also agree to the above terms of this transfer agreement. I understand that all monies paid to my account will be transferred to the new traveler's account. I also understand that a fee (amount specified above) will be charged to the new traveler's account, and either traveler may pay this fee. I understand that the new traveler will take my spot in my room, and I am aware that SWAT is not responsible for any rooming conflicts this transfer may cause. I will arrange to receive payment from the new traveler for this vacation. I understand that I will not receive a refund from SWAT. I understand that this agreement holds S.W.A.T. harmless from any financial dispute that may arise between me and the individual taking my place.

TRIP NAME: _____ TRIP DATE: _____

GROUP/SCHOOL: _____

ORIGINAL TRAVELER NAME: _____ ID#: _____

ORIGINAL TRAVELER
SIGNATURE: _____ DATE: _____

NEW TRAVELER NAME: _____

****New traveler must attach a trip application in order to complete this transfer.**