

Please read the Terms and Conditions of Catalyst Foundation (CF) carefully before submitting your online application form. By clicking on the box besides the words 'I agree' on the online application form, you agree to the following terms and conditions.

UNDERSTANDING OF VOLUNTEER CODE OF ETHICS: I have read and understand the general code of ethics.

1. *Volunteers will be a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.*
2. *Smoking or use of tobacco products in the presence of children is prohibited.*
3. *Using, possessing, or being under the influence of alcohol or illegal drugs will not be tolerated.*
4. *Volunteers shall not abuse children including physical abuse, strike, spank, shake, or slap; verbal abuse, humiliate, degrade, threaten; sexual abuse---including inappropriate touching and exposure; and mental abuse.*
5. *Volunteers must treat everyone of all races, religions, and cultures with respect and consideration.*
6. *Volunteers shall abstain from humiliating or frightening discipline techniques.*
7. *Volunteers shall not use profanity in the presence of children or parents.*
8. *Volunteers will refrain from intimate display of affection toward others in the presence of children, parents, and staff.*
9. *Volunteers must be free of physical and psychological conditions that might adversely affect children's health, including fever or contagious conditions.*
10. *Volunteers will do everything in their power to avoid being in a situation where they are alone with a child other than their own.*

TRAVEL: I am solely responsible for arranging and paying for my own travel, including all airfares or other transport costs to and from the host country as well as any local transport costs not included in the participant fee. It is my sole responsibility to be in possession of valid travel documents, including all pertinent visas & passport, required for leaving my country of residence or citizenship, entering, and leaving Asia, and re-entering my homeport. No refund of the program cost will be made, nor will any expense incurred by me due to forgotten, lost, invalid or expired travel documents before or during the program be reimbursed by CF.

ARRIVALS & DEPARTURES: The Aid Expedition begins & ends at the place and times stated on the itinerary pages & in confirmation materials that will be emailed to me. If I arrive early or late to the arrival point and/or early or late leaving at the end of the Aid Expedition, I am responsible for arranging transfers & for any cost or expense thereof.

NON-REFUNDABLE TICKETS & RESERVATIONS: I understand that CF does not recommend the purchase of non-refundable airline tickets and is not responsible for expenses incurred by me if I book such tickets or make pre-paid hotel or other non-refundable reservations, until the minimum enrollment for the program has been reached.

CANCELLATIONS

a) I understand if I need to cancel my reservation for any reason, cancellation charges will be applied as shown below, calculated from the day written notification is received by CF.

60 days or more	Forfeit of deposit*
59 - 30 days	50% of participant fee*
Less than 30 days	100% of participant fee*

*In addition to the above cancellation charges, airlines may impose up to 100% cancellation charges. If the reason for cancellation is covered by the insurance policy, I may be able to reclaim these charges.

b) CF will make every effort not to cancel less than 60 days before commencement of the Aid Expedition. I understand CF will cancel any or all parts of the itinerary and or service if it becomes unavailable due to circumstances beyond our control, *force majeure*.

Force majeure includes any event beyond our control which CF or its third-party suppliers could not, even with all due care, foresee or avoid (e.g. advice against travel from any government including the US Department of State, war, threat of war, riot, civil strife, industrial dispute, epidemics, pandemics, health risks, terrorist activity, natural or nuclear disaster, fire or adverse weather conditions, technical or maintenance problems with transport, changes imposed by cancellation or rescheduling of flights by an airline or main charterer, the alteration of airline or aircraft type).



Vietnam Aid Expedition Terms and Conditions

If 100% of the Aid Expedition is cancelled due to above reasons, CF will provide a refund or credit voucher (valid for two years for a future tour) for fees paid.

ITINERARY CHANGES: Vendors/providers that CF chooses to work within Asia may change personnel, prices, policies, ownership, location, or the way they do business. CF constantly monitors such events and reserve the right to make any necessary changes to the itinerary as a result, either before or during the Aid Expedition.

I understand that should it become necessary or advisable for the comfort or well-being of participants, or upon damage, loss, accident, delay or irregularity of any vehicle, equipment, or machinery, or in transporting or lodging the participants or for any reason whatsoever to alter the itinerary or arrangements, such alterations or changes may be made without prior notice or liability or penalty to CF.

CF will not issue any refunds for unused portion(s) of the Aid Expedition including but not limited to missed meals and transportation.

PERSONAL EXPENSES: I understand that personal expenses are not included in the "participant fee". Personal expenses incurred include but not limited to travel insurance, laundry, postage, phone calls, additional hotel bills, alcoholic beverages during group meals, personal shopping, and/or other services ordered.

INSURANCE: CF does not provide the participants with insurance of any kind. I understand that **Travel Insurance is mandatory** and must be purchased prior to departing on the trip.

The participant is solely responsible for evaluating and determining the type, extent, and levels of any insurance coverage they need or desire for their planned volunteer travel period. However, it must cover their entire travel period. CF strongly recommends "Cancel for Any Reason", it is an optional add-on benefit of travel insurance that lets you cancel travel plans for reasons other than those listed as "covered reasons" on a policy.

PERMISSION TO TREAT MEDICAL EMERGENCY: In the case of an emergency, during the duration of the Aid Expedition, I hereby give my permission to CF staff to secure proper medical treatment of ailments and or injuries.

MONETARY "TIPS/DONATIONS": I will REFRAIN from unnecessarily handing out money to people. It brings unwanted attention to the group and promotes negative behavior.

PERMISSION TO PHOTOGRAPH: I hereby give permission for me to be photographed or videotaped for use (without our names) in promotional materials including but not limited to social media, videos, the CF website, and brochures which are used for marketing and publicity purposes.

LIMITATIONS OF LIABILITY: I understand CF neither accepts nor assumes liability or responsibility of any kind or nature for any fault, defaults, errors, omissions or negligence of any person, school, association, company, or other type of service provider used in connection with the delivery of the program; nor for any loss, injury or damage to person or property connected with accommodations, transportation, or other types of services. CF is not responsible, directly, or indirectly, for cancellations, delays, amendments, loss, or additional costs incurred by participants due to circumstances beyond our control, *force majeure*.