

SUMMER SESSIONS BOARDING STUDENT TRAVEL FORM



PLEASE RETURN THIS FORM BY EMAIL AT SUMMER-SESSIONS@MONTANA-ZUG.CH OR BY FAX AT +41 41 729 11 78 AS SOON AS POSSIBLE AFTER THE REGISTRATION.

Name of participant

SESSION

- Session 1 15 July – 12 August 2017
- Session 2 15 July – 29 July 2017
- Session 3 29 July – 12 August 2017

ARRIVAL

- 15 July 29 July
- I will bring my child personally to Institut Montana Zugerberg
- I would like my child to be picked up at Zurich Airport:

AIRLINE

FLIGHT NUMBER

ARRIVAL TIME

Is your child an unaccompanied minor (UM*)? Yes No

*UM service is mandatory for children travelling alone who are up to 11 years of age (at time of travel)

DEPARTURE

- 29 July 12 August
- I will pick my child personally at Institut Montana Zugerberg
- I would like my child to be accompanied to Zurich Airport:

AIRLINE

FLIGHT NUMBER

DEPARTURE TIME

Does your child need UM service* for departure? Yes No

*an additional cost of CHF 200 applies because our staff will accompany your child at the check-in and will stay at the Airport until the flight departs.

Is there anyone special your child would like to share the room with*? Yes No

If yes, please indicate the name of participant:

*We cannot guarantee this arrangement but we will do our best. However, we strongly encourage the children to room with other children from different Countries to further enrich their experience.

IMPORTANT INFORMATION FOR ARRIVAL AND DEPARTURE

ARRIVAL

ALL BOARDING STUDENTS WILL BE CHECKED INTO THE MONTANA SUMMER SESSIONS FROM 14:00 TO 18:00 ON:

SESSION 1, 2 - SATURDAY 15 JULY

SESSION 3 - SATURDAY 29 JULY

OUR STAFF WILL EXPECT YOUR CHILD IN THE ARRIVAL AREA OF THE RESPECTIVE TERMINAL AT ZURICH AIRPORT. THEREFORE, IT IS VERY IMPORTANT THAT THE ARRIVAL AND DEPARTURE TIMES OF YOUR CHILDREN ARE COMMUNICATED IN ADVANCE. PLEASE MAKE SURE THAT THE ARRIVAL TIME LIES BETWEEN 14:00 AND 18:00. IF YOU BOOKED THE FLIGHT ALREADY, PLEASE INCLUDE THIS INFORMATION IN THE RESPECTIVE FIELDS OF THE TRAVEL FORM.

IF YOUR CHILD WILL ARRIVE OUTSIDE OF OUR GENERAL ARRIVAL TIMES, PLEASE INFORM US ASAP. ADDITIONAL FEES FOR THE PICK-UP WILL APPLY. IF YOU NEED A SUPPLEMENTARY DAY OR TWO, LET US KNOW. THIS WILL BE CHARGED SEPARATELY AND IS NOT INCLUDED IN OUR SUMMER SESSIONS PACKAGE. SHOULD YOU WISH A DIFFERENT PICK-UP SERVICE SUCH AS PRIVATE TAXI TRANSFER, WE WILL BE HAPPY TO ADVISE YOU.

WE CANNOT ACCEPT STUDENTS BEFORE THE ARRIVAL DAY.

DEPARTURE

DEPARTURE TIME FOR ALL STUDENTS OF THE MONTANA SUMMER SESSIONS 2016 IS BETWEEN 09:00 AND 11:00 ON:

SESSION 1, 3 - SATURDAY 12 AUGUST

SESSION 2 - SATURDAY 29 JULY

CHILDREN LEAVING BY PLANE WILL BE ACCOMPANIED BY OUR STAFF TO ZURICH AIRPORT BETWEEN 9:00 AND 11:00. YOU CAN ALSO PICK UP YOUR CHILD AFTER BREAKFAST. THERE WILL BE NO LUNCH SERVICE PROVIDED. IF YOUR CHILD REQUIRES UM SERVICE, AN ADDITIONAL COST OF CHF 200 APPLIES (FOR DEPARTURE ONLY) AS UM REQUIRES ONE OF OUR STAFF MEMBERS TO BE AT THE AIRPORT UNTIL THE PLANE DEPARTS.

IT IS NOT POSSIBLE TO LEAVE AFTER THE DEPARTURE DAY. HOWEVER, PER REQUEST, IN EXTRAORDINARY CASES, WE TRY TO ACCOMMODATE YOUR CHILD. ADDITIONAL COST FOR THE EXTENDED STAY ON THE CAMPUS AND FOR THE AIRPORT TRANSFER (LEAVING OUTSIDE OF THE ARRIVAL/DEPARTURE DATES) APPLY.

UNACCOMPANIED MINORS

UM SERVICES INCLUDES: SUPERVISION BY AIRLINE/AIRPORT STAFF FROM PICK-UP AT CHECK-IN TO HAND-OVER TO A DESIGNATED PERSON AT ARRIVAL TERMINAL.

- UM SERVICE IS MANDATORY FOR CHILDREN TRAVELLING ALONE WHO ARE UP TO 11 YEARS OF AGE (AT TIME OF TRAVEL);
- UM SERVICE IS AVAILABLE BUT NOT MANDATORY IF THE CHILDREN IS ACCOMPANIED BY A PERSON OF AT LEAST 12 YEARS OF AGE (E.G. BROTHER/SISTER);
- UM SERVICE IS ALSO AVAILABLE FOR CHILDREN FROM 12 TO 18 YEARS OF AGE.
- UM SERVICE MUST BE BOOKED IN ADVANCE TOGETHER WITH THE AIRLINE TICKET. EXTRA COSTS FOR UM SERVICE WILL BE CHARGED TO THE PARENTS IF NOT ALREADY PREPAID.

IMPORTANT: CAREFULLY CHECK IN ADVANCE WITH THE SELECTED AIRLINE SERVICE CENTER THEIR UM PROCEDURE AND REGULATIONS. EACH AIRLINE HAS DIFFERENT RULES.

EXCESS BAGGAGE

ZURICH AIRPORT'S BAGGAGE REGULATIONS ARE STRICT. PLEASE CAREFULLY CHECK THE FREE BAGGAGE ALLOWANCE. PARENTS ARE RESPONSIBLE FOR EXCESS BAGGAGE COSTS THAT ARE INCURRED AT THE MOMENT OF DEPARTURE FROM SWITZERLAND. COST FOR EXCESS WILL BE CHARGED TO THE PARENTS SEPARATELY.

I | WE HAVE READ AND AGREE WITH **THE GENERAL INFORMATION AND CONDITIONS OF ACCEPTANCE AS SET IN THE PARENT INFORMATION PACK** AS WELL AS WITH **THE SCHOOL RULES AND REGULATIONS.**

PLACE

DATE

PARENTS OR LEGAL REPRESENTATIVE