

Barcelona Field Studies Centre Booking Conditions (valid to 18 November 2021)

1. Provisional bookings may be made by telephone, fax, e-mail or post. These can normally be held for a period of up to three months or longer, depending upon how far in advance the booking is made. An option date is provided at the time of booking. Option dates can usually be extended upon request. We cannot guarantee that a booking will be held beyond the option date without payment of a deposit.
2. For residential courses with the exception of accommodation at the Hotel Calipolis in Sitges, a 15% deposit is required to confirm a booking. For the Hotel Calipolis, a 50% deposit is required. Until the deposit is received the booking is treated as provisional and subject to cancellation if the option date has expired.
3. For non-residential courses, full payment is required a minimum of one month in advance to confirm a booking. Until the payment is received the booking is treated as provisional and subject to cancellation if the option date has expired.
4. The outstanding balance is payable on or before arrival in Barcelona.
5. Prices are accommodation and itinerary-specific and vary according to the exact numbers of students and staff. The price will be recalculated for any subsequent change in numbers or itinerary.

6. SURCHARGES

We guarantee the price of your course will not be subject to any surcharge except for those resulting from government action including changes in Value Added Tax (IVA in Spain and VAT in the UK), changes in Tourist Tax (Catalonia) or drastic increases in the price of fuel. Even in this case, we will absorb an amount equivalent to 2% of the course price. Only amounts in excess of this 2% will be surcharged. If this means you will pay more than 10% on the original course price, you will be entitled to cancel your course with a full refund of all money paid. Should you decide to cancel, you must exercise your right within 14 days from the issue date printed on the revised quote/invoice. Surcharges will not be imposed within 30 days of departure.

7. CANCELLATION OR REDUCTION IN NUMBERS

7.1 Notice of cancellation

Any notice of cancellation must be made by email or fax 40 days or more prior to your visit. The 15% deposit fee is not refundable. If the booking is cancelled less than 40 days before the commencement of the course, the balance of the course fee must be paid in full, a condition that is accepted when the booking is confirmed. Barcelona Field Studies Centre S.L. will not accept any liability to make good any loss or compensate any group resulting from the cancellation of a booking.

7.2 Withdrawal of individual students (hotel accommodation)

For individual student withdrawals made up to 8 days before arrival, the total cost for the group would be recalculated using our web site calculator (links: [2021 Course](#) / [2022 Course](#)) and the difference between the old and new totals refunded. This ensures that your free staff places and our fixed transport and staff costs remain covered and enables the group leader to decide his/her own student refund policy.

If the remaining student individual costs per head are not to increase, the withdrawing student cannot be given a full refund. If the group leader decides to make a full refund to the student withdrawing, the remaining students need to pay more to cover the fixed costs of transport, staffing, free staff places etc..

7.3 Withdrawal of individual students (rural lodge accommodation)

The refund policy as per clause 7.2 above applies, with the exception that a subsequent reduction in student

and staff numbers is limited to 10% of the original booking total numbers. Refunds cannot be given for student or staff withdrawals that exceed this 10% limit. A group is therefore committed to pay a minimum of 90% of the places reserved for their stay at the time of confirmation of booking through payment of a deposit.

7.4 Charges for cancellations made less than 8 days before arrival

For individual withdrawals made less than 8 days before arrival, 100% of the total individual rate invoiced will be charged. There is no refund. An individual cancellation invoice for insurance claim purposes can be provided upon request.

7.5 No Show

No Show of individuals will be charged 100% of the total individual rate invoiced. There is no refund. An individual cancellation invoice for insurance claim purposes can be provided upon request.

No Show of the group will be charged 100% of the total invoiced. There is no refund.

7.6 Substitution

Please note that a substitute person may attend. Airlines will charge a fee for name changes.

7.7 Insurance

Please check that your insurance policy covers for withdrawals or no show due to any reason.

8. MISSED MEALS

There is no refund for missed meals.

9. EARLY DEPARTURE

There is no refund for early departures.

10. AIRPORT ARRIVAL TIMES FOR DEPARTURE

The timing of your airport transfer on your departure day will get you to the departure hall in good time for all check-in formalities and security screening before boarding.

European Flights: check-in at least 2 hours before departure.

International Flights: check-in at least 3 hours before departure.

Additional time needs to be allowed for large groups. Reducing these times would be at your own risk and may result in you missing your flight.

11. COMPLAINTS

If you have a problem during your visit, you must us inform as soon as is reasonably possible and we will endeavour to put things right. If your complaint cannot be completely resolved, you must complete a report form. Please follow this up within 28 days of your return home by writing to us giving all other relevant information. Send the letter by recorded delivery and keep a copy. We must acknowledge receipt within 14 days and then provide you with a detailed reply within 28 days.

It is a condition of booking that you communicate any problem to the supplier of the services in question AND to us whilst in Spain and obtain a written report form. If you fail to follow this procedure your entitlement to compensation, if any, will be prejudiced because you will not have taken reasonable steps to mitigate your loss and we will not have been given a full opportunity to investigate and rectify the problem.

12. ROOM DISTRIBUTION

Room distribution will be provided in the week before arrival. Room allocation is at the discretion of the hotel, dependent upon availability. There is no refund for individual student or staff withdrawals once specific rooms are allocated. (See [student withdrawal refund policy](#)).

13. Party leaders are responsible for ensuring all members of the party have appropriate travel documentation and adequate travel insurance, including emergency medical repatriation.
14. Party leaders accompanying groups are responsible for the good conduct, health, safety and discipline of all members of their party throughout their stay.
15. Should damage occur to the hotel during your stay, the individual(s) responsible may be asked to meet the cost of replacement or repairs. An open credit card security deposit signed by the group leader is normally required upon arrival, and is returnable on departure.
16. Party leaders are responsible for ensuring that all members of their group are in good health and able to participate in the programme.
17. Our website cost calculator is programmed to provide free places for all accompanying staff, including drivers if travelling by coach.
18. Requested changes to the coach itinerary on the actual day of use may not always be possible and may incur additional costs.
19. A minimum driver rest break of 30 minutes is required on a field study day. This must be taken at a location with toilet and refreshment facilities.
20. Fieldwork or sight-seeing activities on the arrival and departure days must be based in the local area.

21. Supplements

Hotel Supplements

A small supplement may be payable depending upon the hotel accommodation used.

Peak Season Supplement

A small supplement is payable for June-September peak season bookings.

22. Any person creating a nuisance at the hotel, and who ignores appropriate advice and warning, may be required to leave. Prior notice may not be given in cases of serious misbehaviour.
23. Any student who is deemed to be behaving in a manner which endangers him/herself or others in the group may be asked to leave the party in consultation with the party leader.
24. All members of the party will be required to adhere to the hotel rules and the Barcelona Field Studies Centre S.L. Code of Conduct.

25. A health and safety briefing will be given on arrival.
26. Barcelona Field Study Centre S.L., its servants, agents and employees are not under any liability whatsoever in respect of loss or damage to personal belongings or property however caused whilst attending a Centre programme.
27. Barcelona Field Studies Centre S.L. is not under any liability whatsoever in respect of damage to personal belongings, property or personal injury incurred by, or caused by members of the party in the time outside of fieldwork supervised or led by its servants, agents and employees.
28. Dangerous drugs and weapons are strictly forbidden.
29. It is illegal to purchase and consume alcohol below the age of 18.
30. It is illegal to purchase cigarettes below the age of 18.
31. Students should not undertake tattooing or ear/body piercing procedures during their stay.
32. A full list of names of the group, together with dates of birth and passport numbers must be handed in to the Director on arrival.
33. **Combined Groups**

Where two groups choose to combine to reduce fixed tuition, transport and other costs, both groups will have the same itinerary, arriving and leaving together, sharing accommodation, meals, tuition and transport.

The total price for each group will be calculated according to the total student and staff numbers of both groups combined as well as the student-teacher ratio for that (uncombined) group. A higher student-teacher ratio for one uncombined group would lead to a lower cost per student for that group, as a larger number of students are covering the cost of their free teacher places.

This policy means that any change in numbers in either group alters the overall combined group size and affects the total price (and price per student) for both groups. Please see our [student withdrawal refund policy](#).

Group leaders may prefer to formulate their own payment policy, for example liaising to split the total (combined) cost evenly between both groups and making one combined payment to us.

Combined group calculations can be made online through our [Combined Groups Itinerary Pricing Calculator](#).

34. **Small Groups**

Additional conditions apply to a small group joining a larger pre-booked group.
See geographyfieldwork.com/SmallGroups.htm

35. Exchange Rate and Fuel surcharge policies may apply. See our [Pricing Policy](#).
36. Cheques should be made payable to Barcelona Field Studies Centre.

37. IF WE ARE FORCED TO CHANGE THINGS

Occasionally we have to make changes to itineraries and accommodation and we reserve the right to do so at any time. Most changes will be minor and all will be advised at the earliest possible date. If a change of accommodation is required after you have paid your deposit, this will be at no extra cost. If accommodation is changed to that of a lower official classification, we will automate an element of refund using our online costs calculator.

38. FORCE MAJEURE

We regret we cannot accept liability or pay any compensation where the performance or prompt performance of our contractual obligations is prevented or affected by, or you otherwise suffer any damage, loss or expense of any nature whatsoever as a result of 'force majeure'. In these Booking Conditions, 'force majeure' means any event which we or the supplier of the service(s) in question could not, even with all due care, foresee or avoid. Such events may include war or threat of war, riot, civil strife, actual or threatened terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, fire and all similar events outside our control.

39. The clicking of the '*I have read and accept the booking conditions*' button when making a booking and/or the signing of the booking form by the group leader signifies the willingness to comply with the regulations set down by the Director and employees of Barcelona Field Studies Centre S.L..