

## Online Registration Instructions

1. Go to [www.explorica.ca](http://www.explorica.ca)
2. Select the tab that says "Students", and when the drop down menu appears, select "Sign up for your Tour"
3. Type in your tour centre ID: **Greenacre-6390**
4. Click on [sign up now >](#)
5. Fill out your personal info as instructed, then click "Next" (Please **use your child's legal first and last name**)

**Note: The email address is required!** Any reminders will go to this address. All travellers need to have a separate email address. You can obtain a free email address at [gmail.com](mailto:gmail.com) or [yahoo.com](mailto:yahoo.com). If a parent is not going on the trip, you may want to enter the parent's email address, not the child's. This way the parent does not have to rely on his or her child remembering to relay a message.

6. Fill out the emergency contact information, then click "Next"
7. Choose your payment plan:

- **Pay in full**
- **The automated plan** automatically charges your credit card or debit card each month, with full payment completed 45 days prior to departure.
- **If you choose the manual plan**, you are responsible for making those payments on time by sending a cheque in the mail, paying online with a credit card, or calling Keating by Explorica with a credit card number. The final payment on this plan is due 60 days prior to departure. **Travellers on the 2-step manual plan will not receive any invoices in the mail.** You will receive a reminder at the email address that you provided during registration.
- On the next page, verify your information.

\*\* You will be asked to enter your payment information on this screen. Please note the amount indicated will include our Travel Protection. This may be de-selected on the next page, the amount will re-calculate before charging your card\*\*

8. On the next page, verify your information:

**Travel Protection Plan:** The insurance is **pre-selected**. This is recommended unless you have another insurance plan which includes cancellation insurance. If you would like to opt out of the insurance plan you must select **change selections** and then de-select the Travel Protection Plan. (If you do not choose the insurance plan, you will not have cancellation insurance.)

**Room Selection:** Students will be automatically in "quads" (four students per room, two beds), and adults will be in doubles. If you wish to alter your room selection, you may do so at this time.

If the current selections are satisfactory, click "Accept Selections" to move on.

\*You should also review your Tour Cost Breakdown.\*

9. Enter your credit card (Visa or MasterCard), electronic payment, cheque or money order info and follow the rest of the instructions to finalize the sign-up process.

**IMPORTANT: Please note that the price per student is based on a minimum of 68 total travellers. If the group does not meet this requirement the price could increase or decrease. If there is an increase you will be contacted around 30 days prior to departure, and will be required to pay the difference.**

**If you have any problems or concerns, you can call Keating by Explorica at 1.888.378.8845 x299 and a customer service representative will help you.**



## Travelling with Explorica: Layers of assurance

When you travel with Explorica, you're backed by the strength of North America's largest and most trusted educational travel organization. The following is just a sampling of the comprehensive safety and support services Explorica provides each individual and group.

### Total travel protection

No one wants to think about having to cancel their trip, but sometimes life happens. Unlike other companies which only provide a credit for a future trip, Explorica gives travellers the option to protect their investment with a choice of two trusted travel protection plans, both of which provide a cash refund:

- › **Explorica Travel Protection Plan:** This standard plan covers school board cancellations, baggage loss, misplaced tickets or passports, sickness or injury during the tour and other common travel mishaps.
- › **Travel Protection Plan PLUS:** Explorica's exclusive upgraded plan includes everything in the standard plan, and adds total peace of mind by allowing the traveller to cancel their tour for any reason up to 30 days before departure and receive a cash refund—the only "cancel for any reason" policy in the industry.

### Comprehensive liability coverage

Explorica's liability insurance is the largest in the industry at **USD \$50 million**. This policy extends coverage to the group leader and chaperones, as well as the school and school board. So you and your academic organization can rest assured that you are protected while travelling with Explorica.

And, as a member of the Travel Industry Council of Ontario (TICO), a self-governed, not-for-profit corporation whose mission is to promote a fair and ethical market place where consumers can be confident about their travel purchases, tour investments with Explorica are fully protected by TICO's Compensation Fund.

With an extensive network of nationally and internationally trusted travel safety and security associations such as iJet, the International Airlines Travel Agent Network (IATAN), and the Ontario Motor Coach Association (OMCA), Explorica is the educational travel provider you can trust.

### Provincial registration and legal compliance

Explorica is registered in accordance with the Travel Industry Act and upholds the standards and policies of this Act. The registration number with TICO is 50019951.

### Trusted experience

Explorica has been organizing safe and reliable tours across the globe since 2000. And now, as a WorldStrides organization, Explorica travellers benefit from an additional 50 years of risk management experience and a worldwide network of support:

- › **Proactive risk management:** Safety protocols are built into every aspect of Explorica's operations. From rigorous safety checks and detailed site visits, to continuous safety trainings conducted by veteran risk management professionals, every precaution is taken to ensure a safe and enjoyable travel experience for all participants.
- › **Global vigilance:** The Vice President of Risk Management, supported by Explorica's team of risk management professionals, continually assesses all travel destinations. They also partner with iJet, a leading worldwide security and risk management organization, for additional assistance monitoring and evaluating global conditions.

### Unparalleled on-tour support

Explorica is by your side every step of the way to provide guidance and assistance:

- › **Expert tour directors:** Explorica tour directors live and work in the cities in which tours visit, and are fluent in the local languages and customs. They advise travellers on how to ensure their safety and the safety of their belongings, and are thoroughly trained to handle any situation that may arise. Explorica maintains regular contact with all field staff to provide up-to-date information on local conditions.
- › **Global presence:** As a WorldStrides organization, Explorica has a network of more than 45 offices around the world, so they are always nearby and ready to help in person if the need arises.
- › **24/7 emergency support:** Explorica operates a dedicated, 24/7 emergency contact line to assist travellers with any problem, anywhere, at any time.





# Why Purchase Travel Insurance

## What Keating by Explorica stands for

The easy, affordable way to protect your educational travel investment! Missing a tour is bad enough. Losing the money you paid is even worse. The Keating by Explorica Travel Protection Plan is your ticket to worry-free travel. Now you can protect your travel investment with one of two very affordable group rates—take the peace of mind with you when you travel.

## Cancel for any reason benefit

**(Plus plan coverage only)**

If you cancel your tour for any reason not otherwise covered by this policy, we will reimburse you for 75% of the unused nonrefundable prepaid expenses for travel arrangements you paid for your trip, provided:

1. Payment for this plan is received by Keating by Explorica within 14 days of your initial deposit/payment for your tour; and
2. you cancel your trip 30 days or more before your scheduled trip departure date.

This Cancel For Any Reason Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Keating by Explorica; 2) the failure of Keating by Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

## Waiver of the pre-existing condition exclusion

These plans are available regardless of your age. Pre-existing medical conditions are covered if payment for this plan is received by Keating by Explorica within 14 days of the initial deposit/payment for your trip. Please note: This policy may not be purchased after you have made final payment for your trip.

*Below is a brief listing of the benefits.*

Benefit	Maximum benefit amount
Accidental Death and Dismemberment	\$25,000
<b>Medical Expense/Emergency Assistance</b>	
Accident and Sickness Medical Expense	\$1,000,000*
Emergency Evacuation and Repatriation	Included
One Call 24-Hour Assistance Services	Included
Trip Cancellation	Trip Cost
Trip Interruption	Trip Cost
Missed Connection	\$500
Travel Delay (Up to \$100 Per Day)	\$500
Baggage and Personal Effects	\$2,000
Baggage Delay	\$100
Cancel For Any Reason Benefit (Plus Plan Only)	75% of Non-Refundable Trip Cost

\* Medical Expense/Emergency Assistance Benefits of this plan are subject to a Maximum Benefit Limit of \$15,000 for those persons who at the time of a covered Injury or Sickness do not have valid hospital and medical insurance under a Government Health Insurance Plan of a province or Territory of Canada.

## **Why you should purchase travel insurance**

### ***If your trip is cancelled or interrupted, your travel investment is protected***

Unfortunately, many things can happen that might cause you to cancel your travel plans or cut them short. The worst part is, without adequate protection, you can lose your travel investment. The Keating by Explorica Travel Protection Plans protect your travel investment if your trip is cancelled or interrupted for a covered reason such as injury, illness or death of you, a family member, a travelling companion, a business partner, or due to a terrorist incident.

If you must interrupt your trip or return home early for a covered reason, the plan will pay (up to the original cost of your trip) for your unused land or water travel arrangements, less any refund paid or payable, plus the additional transportation cost to return home or rejoin your trip.

In the event of your trip being cancelled by the school board (due to safety risks, labour strikes, etc.) the Explorica Travel Protection Plan includes full coverage, up until the day before departure with a full refund minus the cost of the insurance policy.

### ***Medical expense and emergency assistance benefits could be a real lifesaver!***

If you have a serious illness or injury, the last thing you want to worry about is getting the care you need. The Keating by Explorica Travel Protection Plans give you peace of mind with benefits that cover, up to the plan's limits, everything from medical expenses (incurred within 52 weeks of a sickness or injury that began during your trip) to special transportation (such as an air ambulance) required for medical reasons.

### ***Travel delayed? You're OK!***

You'll be reimbursed up to \$100 per day (to a maximum of \$500 total) for meals and accommodations if your trip is delayed for more than 12 hours for a covered reason.

### ***Baggage lost or damaged? You're protected!***

It's a traveller's nightmare. You arrive at your destination, but your baggage has disappeared. Or has been stolen or damaged. What do you do? If you're protected by one of the Keating by Explorica Travel Protection Plans, you'll be reimbursed up to \$2,000 to replace or repair your lost or damaged luggage and personal articles.

### ***Baggage delayed? Need clothes and toiletries? Count on us!***

The Keating by Explorica Travel Protection Plans reimburse you up to \$100 to help cover the cost of clothing, toiletries and/or personal items if your baggage is delayed for more than 24 hours while you are on your trip.

### ***Accidental death benefit***

Your beneficiaries will receive payment according to the plan's Schedule of Benefits for Accidental Death which occurs within 180 days of an injury sustained while you are on your trip.

The Keating by Explorica Travel Protection Plan is Administered by: Trip Mate Insurance Agency

9225 Ward Parkway, Suite 200 Kansas City, Missouri 64114 Tel: 1.800.888.7292

Plan Number: F433C [www.tripmate.com](http://www.tripmate.com)

Keating by Explorica Travel Protection Plan is Underwritten by:

The travel insurance (except Property risks) is underwritten by Co- operators Life Insurance Company, 1920 College Avenue, Regina, Saskatchewan S4P 1C4.

Property risks are underwritten by The Sovereign General Insurance Company, 500 – 6700 Macleod Trail S.E., Calgary, Alberta T2H 0L3. 10.2017