



Travel and Booking Guidelines

Travel Summary

All of our College-organized trips encompass different aspects of history and culture and give the traveler a unique experience of cities in Britain and mainland Europe. We endeavour to provide a safe, comfortable, and fun experience, one that is educational and relaxing to our students and faculty.

Overnight Trips

'Overnight Trips' is a title referring to College-sponsored weekend and end-of-semester trips in the UK and to mainland Europe.

Overnight travel includes:

- Transportation
- Accommodation
- Courier Support
- Briefing
- Hand-out with maps

Transportation

Transportation for College-sponsored trips is mostly by coach and often involves long journeys. This mode allows great scenic views of the countryside and is a cost-effective way to travel within the UK. Our long weekend trips and end-of-semester trips also involve additional travel via train, channel tunnel, and/or air.

Accommodation

The accommodations used on all of our trips provide basic clean rooms (not always having a connected bathroom). They are hotels, hostels, or B&B (bed and breakfast) lodgings often booked by educational groups. Though of a decent standard, they may not be what you would expect from a hotel in the U.S.

Often we are not always the only group in the accommodation, and noise levels may be higher than in another type of hotel.

Courier Support

Whilst traveling on a College-sponsored trip you will have a member of Harlaxton staff as the courier. The courier will assist travelers, particularly in emergencies. Couriers are available at all times by mobile phone, but they are not expected to provide personal services or to be on-call all hours for the personal convenience of travelers.

Briefings and Hand-out

Informal briefings pertaining to each trip are normally held during the week prior to departure. Briefings cover how the trip will operate, a basic history of the destination, places to see (museums and galleries), fun things to do (walks, etc.), and matters of safety and security. A hand-out will document the cost of admission to a number of museums and galleries and will offer information on itinerary and emergency contact numbers. Maps will also be provided.

Day Trips

College-sponsored 'Day Trips' are often very popular as they are a relaxing, comfortable, safe, and convenient way to visit historic places for an affordable price.



Day trips include:

- Transportation
- Courier Support
- Briefing
- Hand-out with maps

Day trips are conducted much the same as overnight travel, excluding accommodation (see above).

Booking and Paying

All trips can be booked via the online booking system before you arrive in England (see FAQs).

Most trips have a limited number of places which are reserved on a *first-come-first-served basis*, subject to availability. **You are therefore advised to book early**, and we recommend you take advantage of the online booking system to ensure a place.

Any person booking a trip which is already full will automatically be placed on a waiting list.

If you are paying by credit card via our online booking system please ensure that the credit card details entered are correct and that there are sufficient funds available. Facilities exist for booking by telephone via the Harlaxton College Business Office (+44 1476 403010).

While it may be possible for you to shop around and arrange cheaper travel as an individual, College trips provide for door-to-door group travel at competitive prices and are an excellent value for money.

Cost

The cost for the trip is indicated in pounds sterling. To help you plan, the estimated cost in dollars has also been indicated and should be considered only as a guide.

Trip Deadlines

Trip deadlines are **non-negotiable**. Please make sure that you note within your calendar the deadline for each trip, as failure to act in time will mean either a lost opportunity to participate or a lost deposit, or both! Please note that trip deadlines are automatically enforced by our booking system at midnight (UK time) on the relevant date.

Fall and Spring Semesters - Many trips require a deposit, which will be refundable if you cancel *prior* to arrival at Harlaxton. If you decide to cancel *after* you arrive at Harlaxton, the deposit will NOT be refunded.

Summer School - Many trips require a deposit, which will be refundable if you cancel *prior* to the trip deadline. If you decide to cancel *after* the trip deadline, the deposit will NOT be refunded.

Cancellations and Refunds

Trips that are under-subscribed will be cancelled and refunds given. **To be viable trips will require a minimum of 25 participants, for most of the trips.**

If one of the end-of-semester Italy trips is cancelled, we will **try** to secure extra places on the other trip and offer these as an alternative to the affected participants.



Deposits

All deposits are refundable **only**:

1. If the trip is dropped by you **before** you arrive at Harlaxton; or
2. If you are still on the waiting list at the time of the trip deadline because the trip is full and therefore you cannot go; or
3. If the trip is cancelled by us due to under-subscription.

Trip Balances

Trip balances **must be paid prior to the trip deadline** else you will be dropped from the trip **and** you will lose your deposit. Your place will then be offered to the first name on the waiting list.

Itineraries

Itineraries and timings are as accurate as possible but no responsibility is taken for any alterations.

Codes of Conduct

All participants on College-sponsored trips are required to behave in accordance with the following Code of Conduct:

- No co-ed rooming
- No alcohol on transport used by the College
- No loud, discourteous, drunken or disorderly behaviour in hotels or on transport
Infringement of the above policies will result in penalties escalating from a verbal warning to written warnings in files and prohibition from future College trips.

You are reminded that you are a representative of your College and country when you travel and are requested to behave appropriately.

Non-trip participants will be charged the full room rate if they do not sign up for a trip but "camp" in the rooms of other students who are on the trip. "Host" students will also be fined.

All College-sponsored trips are accompanied by a College representative who will help you with problems or emergencies that may arise and will enforce College codes of behaviour. Trip participants should use the hotel/hostel as a point of contact and always inform the College representative of emergencies, etc.

If a student has a complaint about any faculty/staff member, it should be directed in confidence to the Principal immediately upon return to the College.

Family and Friends

Your family and friends may be allowed to join College-sponsored trips under certain circumstances:

- **Academic Field Trips** - Family and friends may be allowed to join subject to space, permission of the instructor/library staff and the payment of a fee.
- **College Day Trips** (e.g. Cambridge, York) - Family and friends may be allowed to join subject to space, permission of the Student Development Office and the payment of the normal trip cost.
- **College Overnight Trips** (e.g. Edinburgh, Ireland) - Family and friends may not participate.

At all times, priority will be given to students and visiting faculty when allocating trip spaces; and in all cases, family and friends participating on any College trip will be expected to honour the same behaviour guidelines and pick-up times as all other participants.



Travel and Booking Guidelines (Visiting Faculty)

Visiting faculty and families may wish to travel on College-sponsored trips while at Harlaxton College.

Faculty and College-Sponsored trips

Visiting Faculty and their families are very welcome to join any College-sponsored trip. Booking is on a 'first-come-first-served' basis; however preference will be given to students until the first day of the semester.

We believe students require extra support on their travels in Europe and may have a limited knowledge of traveling in foreign countries. This provides the basis for them to have first priority on all College-sponsored trips.

All of our trips are of a very high standard and are geared towards economical student travel, visiting cultural areas of interest including historic sites.

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Transportation

Transportation for College-sponsored trips is mostly by coach and often involves long journeys. This mode allows great scenic views of the countryside but may not be suitable for very young children. Our long weekend trips and end-of-semester trips also involve additional travel via ferry, channel tunnel, or air.

Accommodation

The accommodations used on all of our trips provide basic clean rooms (not always having a connected bathroom). They are hotels, hostels, or B&B (bed and breakfast) lodgings often booked by educational groups. Though of a decent standard, they may not be what you would expect from a hotel in the U.S.

Often we are not always the only group in the accommodation, and noise levels may be higher than in another type of hotel.

Please Note: Extra charges may be incurred for single or double room occupancy for faculty members, since the charges quoted by the hotel are based on multiple bedded rooms of three or more.

Courier Support

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Briefings and Hand-out

Each trip will include a briefing covering how the trip will operate, a basic history of the destination, places to see (museums and galleries), fun things to do (walks, etc.) and matters of safety and security. A hand-out will document



the cost of admission to a number of museums and galleries and will offer information on itinerary and emergency contact numbers.

Day Trips

College-sponsored Day Trips are often very popular with visiting faculty, spouses, and children as they are a relaxing, comfortable, safe, and convenient way to visit historic places.

Day trips include:

- Transportation
- Courier Support
- Briefing
- Hand-out with maps

Day trips are conducted much the same as overnight travel, excluding accommodation (see above).

Summary

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Booking – Frequently Asked Questions

Please find some of the most frequently asked questions concerning the use of the online travel booking system.

If this page does not answer your query, please e-mail iwelsh@harlaxton.ac.uk.

How does the system work?

Users can choose to make an online travel booking with payment being made with a credit card immediately or users can choose to generate a booking form which they will then need to submit manually (e.g. by fax).

Online Travel Booking Option

1. After choosing the option you will be presented with a form requiring you to make your choice of trips.
2. Next you will be asked for your credit card details.
3. After you have filled in the form data and have clicked the 'Confirm' button the system will then carry out checks on the data submitted (e.g. have all required fields been filled in and are credit card details valid). If the data does not pass these checks you will be presented with a page giving details of the error and asking you to go back and correct/complete your input before re-sending your booking. If the data submitted passes these tests you will be presented with a 'Thank You' page confirming your booking and summarising the data submitted (you might like to print this page for your records). **It is at this stage that your booking is processed.**
4. Our server will then process your booking and, if you have entered an email address, will sent you a receipt by email summarising the data submitted (excl. your credit card number).

Generate Booking Form Option

1. After choosing the option you will be presented with a form requiring you to make your choice of trips.
2. After you have filled in the form data and have clicked the 'Generate Booking Form' button the system will then carry out checks on the data submitted (e.g. have all required fields been filled in and are credit card details valid). If the data does not pass these checks you will be presented with a page giving details of the error and asking you to go back and correct/complete your input before re-re-sending. If the data submitted passes these tests you will be presented with a page summarising the data entered and asking you to review the information submitted, before adding your payment details.
3. After you have added your payment details to the form you will need to print the page, using your browser's print command, and then post or fax the resulting booking form to us using the address/fax number provided. **Please note that we will not process your booking until payment has been received.**

How secure is the system?

How We Secure Your Booking

The Harlaxton College website can ensure that transactions are secure by:

1. Using a technology called Secure Sockets Layer (SSL), which is a mechanism for providing privacy between two applications (e.g. your client browser and our online travel booking Web server application) communicating over the Internet.
2. Not storing credit card details on any part of our server (public or private areas). Once your order has been processed and the credit card details have been verified, we have no need to store your credit card details for future use.

How It Works

When you connect to our secure online booking form you may notice that its address begins with **https://** rather than the usual **http://** prefix. This indicates that you are requesting a page from the secure area of our server.



Your browser may also provide visual clues once a secure connection is established. For example, *Internet Explorer*[®] displays a 'lock' icon on the status bar. When the key or lock appears broken, the connection is insecure. Once the SSL is established, the key or lock appears whole.

Trying to use the secure (SSL) booking option with a browser that does not support SSL will result in errors. If your browser does not support SSL you can use our non-secure online booking form (trusting the fact that it is very rare for credit card information to be intercepted over the Internet) or you could fax/post us your order.

Please also note that the secure (SSL) booking option may not work for Internet users who access the Web from a corporate or third party system which is secured with a firewall. Some firewalls have been configured to deny transmission of SSL encrypted information packets. If you receive an error message during the order process, please use one of the other booking methods.

How do we prove it?



We use a DigiCert [SSL](#) certificate for secure e-commerce and confidential communications. By clicking on the seal, you are linked to a secure page on DigiCert's web site that provides details of our registration.