



**CENTER FOR  
HOLY LANDS STUDIES**

## **TRAVEL FORMS AND DOCUMENTS**

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### **REGISTRATION INSTRUCTIONS:**

- 1) Click on the register button at the top of your program page on the CHLS website
- 2) Complete the online registration form
- 3) Submit your deposit
- 4) Receive your email confirmation

If you would like to register over the phone instead, please call our office at 1-855-700-CHLS (2457).

### **TRAVEL FORMS AND DOCUMENTS:**

Once you have completed the registration, complete the following forms included in this packet:

- Emergency Contact Form
- Medical Form
- Marketing Release Form
- Terms and Conditions Form
- Authorization for Release of Protected Information (voluntary)

Also, please submit the following documentation:

- Passport color photocopy\* (obtain or renew your passport at <http://travel.state.gov/content/passports/english/passports.html>)

*\*A photocopy of the picture and personal information page(s) of your passport is required. Be sure the photocopy is of sufficient quality to serve as a secondary photo ID.*

**Please scan (and email), fax, or mail these forms and documentation to the CHLS office:**

#### **MAILING ADDRESS:**

Center for Holy Lands Studies  
1445 N. Boonville Ave.  
Springfield, Missouri, 65802

**FAX:** 417-866-1146

**EMAIL:** [info@thechls.org](mailto:info@thechls.org)

\*International participants are requested to use express mail services.

*Please do not hesitate to contact us if you have any questions or concerns. Our staff members are available from 8 a.m. to 4:30 p.m. M-F (CST) to assist you. If you are calling after hours, please leave a detailed message including your contact information, and we will get back with you as soon as possible.*

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**PLEASE NOTE:** All participants under the age of 18 must have the Parental Consent Form completed on their behalf by their parent(s) or legal guardian(s). A copy of the completed form must be submitted to CHLS and the original must accompany the traveling minor. Please contact CHLS for further information (visit the Parental Consent page at [thechls.org](http://thechls.org) to obtain a copy of the Parental Consent Form).



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## **PARTICIPANT CHECKLIST**

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**Please note that the following checklist is for your own personal use:**

### **REGISTRATION**

Online Registration (or over the phone)

### **PAYMENTS**

Deposit Paid (due at registration)

Final Balance Paid

### **TRAVEL FORMS**

Travel Forms Packet Submitted

- Emergency Contact Form (page 4)
- Medical Form (page 5)
- Marketing Release Form (page 6)
- Terms and Conditions Form (pages 7-8)
- Authorization for Release of Protected Information (voluntary)

Parental Consent Form (for participants under 18)

### **TRAVEL DOCUMENTATION**

Color Photocopy of Passport Submitted

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**PLEASE NOTE:** Specific deadlines for your upcoming trip as well as other important details are located at [techls.org](http://techls.org).

*Updated 7/21/2021*



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## CANCELLATION POLICY

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### GENERAL POLICY:

All cancellations forfeit the deposit fee; however, registrants may apply their deposit to another program within twelve months of their initial registration date. From 90 days until our scheduled departure date, all other charges per person imposed by any and all agents and suppliers will be forfeited as well. It is therefore recommended, though not required, that each participant purchase adequate travel insurance.

### REGARDING AIR TRANSPORTATION:

If the Center for Holy Lands Studies (CHLS) has already purchased the participant's airfare (currently required to be purchased from the airline 90 days prior to the trip departure date), the below applies to the air purchase only:

The passage contract in use by the airlines when the tickets are issued shall constitute the sole contract between the airlines and the passenger. **Unless the airlines cancel the flights, the tickets are nonrefundable.** The participant can use his or her ticket for future air travel within the duration of one year (not necessarily to Israel), but the airline will charge a reissuance fee to exchange his or her existing ticket to do so. The cost to exchange an existing ticket depends on the terms of the pending group contract.

### NOTE TO GROUP LEADERS AND INDIVIDUAL REGISTRANTS:

All CHLS programs are considered unconfirmed (provisional) until 25 participants are registered 90 days prior to the scheduled date of departure. In light of the early unconfirmed status of CHLS programs, it is recommended and important that the following two items be considered:

- 1) Individuals and groups should make sure to register ASAP to be counted as part of the required minimum number of participants.
- 2) Participants are also advised not to make any personal travel plans until the program is considered confirmed at 90 days prior to departure.

Should a participant desire to purchase personal airline tickets, make additional hotel arrangements, or purchase any other travel arrangements not under the auspices of CHLS administration (prior to 90 days of the scheduled departure date), it is recommended that he/she consult CHLS prior to any such purchases.

CHLS cannot be held responsible for any personal flight or land arrangements made by a participant before, during, or after the program.

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**DISCLAIMER OF RESPONSIBILITY:** CHLS is not a travel agency and is only acting as an intermediary for the suppliers identified on this, or any accompanying documents, in selling services, or in accepting reservations or bookings for services which are not directly supplied by itself (such as air carriage, hotel accommodations, ground transportation, meals, etc.) You will hold as harmless CHLS for breach of contract or any intentional or careless actions or omissions on the part of such suppliers, which may result in any loss, damage, delay, injury, or increase in program fees to any traveler. Unless the term "guaranteed" is specifically written on the ticket, invoice, or reservation itinerary, CHLS does not guarantee any supplier's rates, bookings or reservations. It shall not be responsible for any cancellations, injuries, damages, or losses caused to any traveler in connection with war, terrorist activities, social or labor unrest, mechanical or construction difficulties, diseases, local laws, climatic conditions, abnormal conditions or developments, or any other actions, omissions, or conditions outside its control. By embarking upon the trip, the traveler voluntarily assumes all personal and financial risks involved with such travel, whether expected or unexpected. Travelers are hereby warned of such risks, and are advised to obtain appropriate insurance coverage against such risks.



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## EMERGENCY CONTACT FORM

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### PARTICIPANT'S CONTACT INFORMATION

Please print legibly

Name: \_\_\_\_\_  
Last First Middle Initial

Current Physical Address (No P.O. Boxes): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth (DD/MM/YYYY): \_\_\_\_\_

If you are traveling with a spouse, please provide their name: \_\_\_\_\_

### TWO EMERGENCY CONTACT PERSONS

Please print legibly

Name: \_\_\_\_\_  
Last First Middle Initial

Relationship to Participant: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Relationship to Participant: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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**DISCLAIMER:** CHLS does not share any personal information with program partner associations or vendors unless it is required for the program. CHLS does not sell information to any third-party vendors for advertising or marketing.



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## MEDICAL FORM

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**Name:** \_\_\_\_\_ **Program Dates (DD/MM/YYYY):** \_\_\_\_\_ to \_\_\_\_\_

Tour and study programs offered through the Center for Holy Lands Studies may demand strenuous physical activities throughout the inland itinerary. If you currently suffer from any physical limitations that may hinder your participation, we request that you share that information with our staff in efforts to make necessary accommodations for your participation. By sharing this information prior to departure, we are able to best assist you during your program.

- YES**  **NO** Do you have a heart condition or pacemaker?  
 **YES**  **NO** Are you diabetic?  
 **YES**  **NO** Are you currently under a doctor's care for a medical condition?

**IF YES**, please provide a brief explanation and offer a statement of emergency treatment.

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- YES**  **NO** Are you allergic to any foods or food related items?

**IF YES**, please provide a brief explanation and offer a statement of emergency treatment.

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- YES**  **NO** Do you have any emotional, mental, or physical condition(s) that may interfere with your ability to successfully participate in this trip?

**IF YES**, please describe:

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**IF YES** to any of the medical issues noted above, please provide the name, phone, and fax number of a physician to contact in the event of a medical emergency.

**Physician's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

### OVERSEAS MEDICAL INSURANCE

Please note that overseas medical and general liability insurance is provided for the duration of your trip and is included in the overall cost of your program. Though not required, it is still strongly recommended that participants purchase travel insurance above and beyond the coverage provided. If you have any questions regarding the medical and general liability insurance provided, please contact our office ([info@techls.org](mailto:info@techls.org)).

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## **MARKETING RELEASE FORM**

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### **AGREEMENT**

I hereby authorize the Center for Holy Lands Studies (CHLS) to use all quotes, photographs and video footage taken by me and of me during the participation of my program. I give permission to CHLS to use these materials for print, video, social-media, and other marketing materials as deemed necessary.

I discharge and hold harmless CHLS of any expectation of privacy or confidentiality related with these statements, images, and videos. I moreover recognize that my participation is strictly on a voluntary basis and I will not receive financial compensation for the taking or publication of any statements, photographs, or video taken during my participation in a CHLS program. I here forego my ownership and royalties of said photographs and video and the publication of them.

I furthermore release CHLS, its employees, and third parties involved in the construction and publication of any marketing materials, from liability for any claims by me or any third party involved in my study abroad participation.

### **SIGNATURE(S)**

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

\_\_\_\_\_  
Parent/Guardian's Signature (required if the participant is under 18)

\_\_\_\_\_  
Date (DD/MM/YYYY)



## CENTER FOR HOLY LANDS STUDIES

# TERMS AND CONDITIONS FORM

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## PART 1 - TERMS AND CONDITIONS STATEMENT

**Medical:** You declare to the Center for Holy Lands Studies of the General Council of the Assemblies of God and all partnering agents (hereinafter collectively referred to as "CHLS") that you are in good health, are able to participate in the physical demands of the program, and that your Medical Form is completed to the best of your knowledge.

**Passport and Visas:** Your passport must be valid for six months beyond your program's scheduled return date. Non-USA, non-Canada, non-UK, or non-EU passport holders may be required to purchase (at a personal expense) a "double-entry" Tourist Visa into Greece. Visa fees into Jordan are covered in the program cost unless special circumstances apply; however, visa fees into Turkey are not covered as it is an online application process that each participant is responsible to complete (currently \$25.00).

**Air Transportation:** The passage contract in use by the airlines when the tickets are issued shall constitute the sole contract between the airlines and the passenger, and/or any agent of CHLS. Airfare is subject to increases prior to the date of travel.

**Tariffs:** All airfare and land rates are considered conditional and subject to adjustment based on any change in tariffs and exchange rates.

**Airport Transfers:** Only scheduled program group transfers are included. If you are arriving on your own—separate from the group—you are responsible for any charges associated with meeting the group at the scheduled hotel.

**Baggage:** You are requested to limit your luggage to one primary suitcase, plus one small soft carry-on bus bag. Baggage insurance is recommended. Personal baggage transport throughout the program is your responsibility. CHLS cannot be held responsible for loss, theft, or damage to belongings.

**Accommodations:** Price per person is based on double occupancy with private facilities. We reserve the right to substitute hotels of a similar category for those listed. An additional fee applies to single occupancy.

**Tipping:** All tips and service charges are included in your program fees unless noted otherwise in the specific program information on the website. Additional voluntary tipping is acceptable.

**Services, Charges, and Taxes:** All service charges and local taxes as imposed by hotels are included in the program fees. Passports, baggage insurance, laundry, mineral waters, coffee, tea and any items of a personal nature are not included.

**Meals:** Two meals a day will be provided unless noted as one or three meals in the program itinerary (view the program itinerary at [thechls.org](http://thechls.org).) Special beverages (coffee, tea, sodas, bottled water, etc.) are not included at breakfast or dinner meals.

**Sightseeing and Entrance Fees:** All sightseeing and entrance fees, transportation, and the services of a licensed, English-speaking guide are included in the overall program cost as per the program itinerary.

**Filming and Recording:** Any lectures, commentary, or lessons given by our staff or other members of the team **may not be filmed or otherwise recorded without prior express written permission from CHLS**. Any such video or audio recordings must be for personal, private use only and may not be sold or distributed in any manner. If a CHLS staff member requests you to stop video and/or audio recording during the course of the tour, you hereby agree to cease all video and audio recording or risk being removed from the remainder of the tour with no refund of amount paid for the full tour. Not only is some information privileged, confidential, and restricted, but lectures and other materials are protected by copyright law. Violations of this section may constitute copyright infringement and expose violators to penalties under applicable law.

**Cancellations:** All program deposit fees are non-refundable regardless of the reason for cancellation. See our *Cancellation Policy* (page 3).

INITIALS

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**DISCLAIMER OF RESPONSIBILITY:** CHLS is not a travel agency and is only acting as an intermediary for the suppliers identified on this, or any accompanying documents, in selling services, or in accepting reservations or bookings for services which are not directly supplied by itself (such as air carriage, hotel accommodations, ground transportation, meals, etc.) You will hold as harmless CHLS for breach of contract or any intentional or careless actions or omissions on the part of such suppliers, which may result in any loss, damage, delay, injury, or increase in program fees to any traveler. Unless the term "guaranteed" is specifically written on the ticket, invoice, or reservation itinerary, CHLS does not guarantee any supplier's rates, bookings or reservations. It shall not be responsible for any cancellations, injuries, damages, or losses caused to any traveler in connection with war, terrorist activities, social or labor unrest, mechanical or construction difficulties, diseases, local laws, climatic conditions, abnormal conditions or developments, or any other actions, omissions, or conditions outside its control. By embarking upon the trip, the traveler voluntarily assumes all personal and financial risks involved with such travel, whether expected or unexpected. Travelers are hereby warned of such risks, and are advised to obtain appropriate insurance coverage against such risks.

Updated 7/21/2021

**PART 2 - ASSUMPTION OF RISK**

I, \_\_\_\_\_ (participant's name), along with CHLS, understand and agree to the following:

1. I am a volunteer traveler and acknowledge that I am not attending the program as an employee of CHLS.
2. I am aware of the hazards and risks to my person and property associated with a tourist capacity to Israel, West Bank areas (Bethlehem), Jordan, Turkey, Greece, and or Italy. Such hazards and risks including, but not being limited to, death or injury by accident, disease, weather conditions, inadequate medical services and supplies, criminal activity, and random acts of violence. I accept my registration acceptance with full awareness of these risks, and, subject to the insurance coverages described below, I voluntarily assume all risks of death, injury, illness, and damage to me or any member of my family associated with such risks, and any damage to my personal property. I further recognize that such risks have always been associated with tourist trips.
3. I attest and certify that I have no medical conditions that would prevent me from performing physical, emotional, or mental capacities of the program.
4. Subject to insurance coverages described below, I waive and release any and all claims for damages which I, or my heirs or successors, may have against the CHLS, any District Council of the Assemblies of God, the local church/individuals sponsoring the trips, or any agent, employee or member of any of such organizations, arising from my death, injury, or illness, or any property damage or loss occurring during the term of my assignment or as a result of my assignment.
5. In the event that I have minor children who will accompany me on my program, I, acting both on my own behalf and in their behalf as their parent or legal guardian, and subject to the insurance coverages described below, do hereby assume all risks of death, illness, or injury that they may suffer as a result of the program, from those causes described above.
6. I expressly waive any defense to the enforcement of any provision of this commitment arising from a claim of lack of consideration and warrant that this commitment constitutes a legal, valid, and binding obligation upon me enforceable against me in accordance with its terms.
7. I hereby irrevocably grant to CHLS, its subsidiaries, affiliates, nominees, licensees, their successors and assigns, and those acting with its authority, with respect to the photographs, film, or tape taken of me by or on behalf of CHLS.
8. I warrant and represent that I am \_\_\_\_\_ (insert "under" or "over") the age of 18 years and that I am free to enter into this agreement.
9. I understand that the program deposit fee is considered non-refundable even if I am not the cancelling party.
10. I expressly agree that this assumption of risk and indemnity agreement is intended to be as broad and inclusive as permitted by law. I further state that **I HAVE CAREFULLY READ THE FOREGOING ASSUMPTION OF RISK AND UNDERSTAND ITS CONTENTS, AND I VOLUNTARILY SIGN THIS RELEASE AS MY OWN FREE ACT.**

INITIALS

\_\_\_\_\_

INITIALS

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**PART 3 - INSURANCE ELECTION**

I am aware of the hazards and risks to my person associated with travel as described above. I further understand that CHLS includes overseas medical and general liability insurance for the duration of my program and that I am responsible for obtaining any additional travel insurance coverage that I consider necessary.

**PART 4 - TERMS AND CONDITIONS AGREEMENT**

Your signature below and deposit payment indicate the following:

- 1) I have read, understood, and agree to the Terms and Conditions stated above in Parts 1 - 3 (expressed and implied).
- 2) I have read, understood, and agree to the Cancellation Policy included in this packet.
- 3) I have reviewed all of the information and documents provided through the CHLS webpage for my program.
- 4) I understand that I am responsible and liable for all program correspondence and updates provided by CHLS from the time of my registration (deposit payment) until the program departure date (which will primarily be conducted by email).
- 5) I certify that my registration information is complete and correct to the best of my knowledge.

INITIALS

\_\_\_\_\_

**SIGNATURE(S)**

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

\_\_\_\_\_  
Parent/Guardian's Signature (required if the participant is under 18)

\_\_\_\_\_  
Date (DD/MM/YYYY)

**PLEASE NOTE:** All participants under the age of 18 must have the Parental Consent Form completed on their behalf by their parent(s) or legal guardian(s). A copy of the completed form must be submitted to CHLS and the original must accompany the traveling minor. Please contact CHLS for further information (visit the Parental Consent page at [thechls.org](http://thechls.org) to obtain a copy of the Parental Consent Form).