



## CONDITIONS AND GENERAL INFORMATION

The following information is part of any agreement between the University of Wisconsin - Madison (“University”) and registrants in the 2023 Scotland program (“Program”). The dates of the program are September 4-September 14, 2023. This Program is aimed at librarians and other library personnel and their families and friends.<sup>1</sup> Travel companions of participants may join the program at the listed cost.

### Standard Responsibility Clause

Employees of the University are only providing services to tour participants for scheduling and making reservations pertaining to itinerary, accommodations, meals and sight - seeing tours, as described further below. The University does not assume responsibility for any accidents, damage, baggage losses, expense or inconvenience caused by any changes in times of plane, train or bus arrival and departure or by any other necessary changes of itinerary or accommodations or increase of rates, tariffs, or other costs effective after the publication of this bulletin. Any such additional unanticipated expenses shall be borne by the participants. The University reserves the right to make changes or substitutions in the Program itinerary or speakers if it becomes necessary or desirable to do so. The right is also reserved to suspend or cancel the Program if world conditions, insufficient enrollment, or other reasons require such action. The right is reserved to decline to accept or retain any person as a member of the Program. In the event a person who has been accepted as a participant of the Program leaves the Program for any reason, voluntary or otherwise, the University will be the sole judge of the amount to be refunded. The passenger contract in use by participating airline(s), when issued, shall constitute the sole contract between the airlines and the ticket purchasers and/or passenger.

### Costs

Included costs: The Program registration fee is \$2895 per person for a double (twin beds) room, which includes 10 nights of accommodations in Edinburgh and Glasgow, instructional fees (non-credit), all breakfasts, four dinners, transportation and most entry fees for group excursions (excludes boat ride at Loch Ness), and gratuities for restaurant staff and tour guides. A limited number of double rooms with one shared bed is available for the same price of \$2895 per person. A limited number of single rooms are also available (\$965 supplement = \$3860 for a single, non-shared room).

Costs that are not included: Airfare; transportation to and from airports; insurance; meals that are not listed in the “included costs” above; alcoholic beverages at any included group meals are not covered by this tour but may be ordered at participant’s own expense. There is free time built in to this tour for participants to arrange to visit tourist destinations at their own expense.

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<sup>1</sup> This tour is targeted toward adult participants age 18 and older. Please contact the tour leader, Meredith Lowe, at [mclowe@wisc.edu](mailto:mclowe@wisc.edu) with questions.



The University reserves the right to adjust costs related to the Program if necessary up until July 14, 2023 to reflect significant changes in exchange rate, if applicable, or if the group size is small. Participants must hold a valid passport by the departure date, and passport applications and fees are the responsibility of the participant.

### Cancellation/Withdrawal/Refunds

The University is required to make various deposits to reserve accommodations, transportation, tickets, etc. Therefore, if you must withdraw from the program, irrespective of reason, you will forfeit a fee for administrative handling and whatever portion of the deposits that cannot be retrieved from the various travel agents. All cancellation/withdrawal notifications must be received in writing. If the University finds it necessary to cancel this tour, all payments will be returned (including the \$500 deposit). Our cancellation policy is as follows:

- A NON-REFUNDABLE \$1000 deposit is due upon registration for the tour.
- Cancellation requests received between April 1 – May 31, 2023: no refund of the \$1000 deposit; a 50% refund of any registration amount paid past the initial \$1000 deposit.
- Cancellation requests received between July 1 and August 1, 2023: No refund of the initial \$500 deposit; a 25% refund of any registration amount paid past the initial \$500 deposit.
- Requests received after August 1, 2023: No refund of any registration fees paid.

Airline cancellation policies will vary with the class of ticket purchased. The passenger contract in use by the airline, when issued, shall constitute the sole contract between the airlines and the purchasers of this ticket and/or passenger. Since the University reserves the right to withdraw this tour if world conditions, insufficient enrollment, or other reasons require such action, it is recommended that travelers check with the tour leader before purchasing non-refundable plane tickets.

### Insurance

It is strongly recommended that tour participants be adequately insured for travel-related risks, including coverage for, but not limited to, accidents, illness, medical emergencies, trip interruption/delay, evacuation needs, and other unforeseen circumstances related to international travel. As the purchase of insurance is a personal decision, the cost of insurance is not included in the Program registration fee. In considering the need to be adequately insured, participants may elect to purchase international travel insurance from the provider of their choice.

### Health

We recommend that prospective participants review the itinerary prior to enrolling in the program and, as appropriate, consult with their health care provider to determine if this Program



is suitable. The pace is steady and large amount of walking is required; personal flexibility is necessary. Some tour locations may require the use of stairs for access. Porterage of luggage is not provided in this tour; participants must manage their own luggage. Please contact the prospective tour leader to discuss any concerns and to advise them of any potential health-related or other challenges.

If you have a disability and want to request a possible accommodation, please contact the prospective tour leader to discuss options.