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GUIDE TO GROUP FLIGHT RESERVATIONS

Your tour includes a group flight reservation for all travelers. Group flight reservations differ from individual flight reservations. This guide will help you understand group flight reservations.

Paideia has arranged the group flight reservation via our partner travel agency, Fellowship Travel International. Airlines set aside a certain percentage of seats on certain flights for groups. These seats are handled by an airline's group booking department, and all reservations and changes to a group have to be done through the group booking department.

Keep in mind that commercial websites that show flight itineraries and their fares are showing availability and pricing for individual tickets, and usually just for one ticket, as opposed to an entire group's worth of tickets. Group availability and fare often differ substantially from individual tickets.

Group space is generally available 11 months in advance of the return date. The great advantage of reserving group space is that doing so locks in the fare, which allows Paideia to stabilize the price of your tour.

The airline provides Paideia with a date, called a "utilization date," by which we must commit to a fixed number of seats. Paideia sets the enrollment and deposit deadline for your tour based on this date, so that we can confirm the number of committed travelers with the airline. Secondly, the airline sets a date by which the final balance for the flights is due. Paideia sets the balance deadline for your tour based on this second date. It is important that Paideia receive all traveler information and payments by the deadlines that we give you, in order to maintain the flight reservation. Delays in receiving traveler information and payments can put the flight reservation at risk. Please note that if your school is collecting payments, you will consult with them about the date that a payment is due to the school.

Some airlines allow passengers to originate from different airports or end at different airports and still be counted as part of the group booking. Some also allow passengers to travel on slightly different dates from the group. It is also possible to change to an outbound-only or inbound-only itinerary. These changes to the main itinerary are called "deviations." Not all deviations are possible, there is a \$100 service fee, and many require additional charges. Deviation requests should be submitted to Paideia by the enrollment and deposit deadline via the flight change request form available at the tour website. Paideia will put the traveler in touch with an agent from Fellowship Travel to inquire about the change. Changes, if they can be made, may take some time to be finalized. Change requests have to be sent to the group bookings department of the airline. A timely response cannot be guaranteed, and some changes are not possible.

In the event that a passenger is unable to travel, many airlines allow name changes to be made on group reservations. If the tickets for the reservation have already been issued (after the balance deadline), there will be a fee for the change, differing by airline and by how soon departure is. A typical range is \$50-\$500.

When it comes time to check in, we recommend checking in all together as a group at the airport, arriving at least 3 hours in advance. We recommend against trying to check in online in advance, as often airline websites and phone apps do not interact well with group reservations.

Your group reservation includes one checked bag, one carry-on bag, and one personal item per traveler. Flights from the US to Europe will include a dinner and a second meal of lighter fare closer to landing. We will communicate any dietary needs with the airline, using the information that each traveler submits on their information form to Paideia. However, each airline has only a limited set of meals, so we cannot guarantee that all meal requests can be accommodated. Furthermore, airlines do not guarantee that the meals served are allergen-free. We recommend that those with allergies bring their own food for the flight and inform the flight attendants upon boarding of the allergies.