

SCHEDULE OF FEES (including GST)

Please note: Any fees that apply to your booking will be documented in your quote and confirmation letter.

Itinerary Planning Fee / Reservation Deposit from \$150.00

*Itinerary/reservation deposit taken off final balance

Should a detailed itinerary/quote be requested with flight times and availability, combined with a tour or accommodation component, a non-refundable planning fee will be charged prior to each itinerary/reservation being prepared.

Itinerary / Reservation Cancellation Fee from \$150.00

* In addition to fees charged by operators

* Cancellation Fee once travel is paid in full – from 10% of total value of trip (see your travel insurance policy)

Airfare Ticketing Fees	Domestic	from	\$ 75.00 per person
	Asia Pacific	from	\$110.00 per person
	International	from	\$150.00 per person*

*Dependent on destination and routing

Amendment Fee	Domestic	from	\$ 75.00 per person
	Asia Pacific	from	\$110.00 per person
	International	from	\$150.00 per person*

*Per amendment after payment of deposits and in addition to fees charged by operator

Visas	Courier/Administration	from	\$ 90.00 per passport
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*Plus Consular Fee (dependent on destination)

Frequent Flyer Bookings	Domestic	from	\$ 75.00 per person
	Asia Pacific	from	\$110.00 per person
	International	from	\$150.00 per person*

*Only applies where Southside World Travel processes Frequent Flyer Bookings on behalf of clients

Payment

Our preferred method of payment is by direct deposit or credit card. We use TravelPay to process all credit and debit card transactions.

Payment by credit card/debit cards to suppliers MAY incur a surcharge between 1.0% and 3.0% (ask your consultant for details). Credit card payments made to Southside World Travel (via Travelpay) will incur a surcharge as follows:

Mastercard/Debit Card	1.4%
Visa Card/Debit Card	1.6%
Amex Card	2.2%

*Credit Card/Debit Cards refunds require 5 x business working days to process.

*Personal cheques take 5 x business working days to clear.

Responsibility Clause

All coupons, vouchers, receipts and tickets are issued subject to the terms and conditions specified by the suppliers. By accepting the coupon, vouchers, tickets and utilizing our services, you agree that, apart from certain rights you have under the Trade Practices Act, neither Southside World Travel nor any subsidiary company or representative, shall be liable for any loss, injury or damage to you or your belongings or otherwise arising in any way of our services to you.

Your travel consultant will advise you on passport and visa requirements, but it is your responsibility to ensure you comply with these regulations before travelling.

TERMS & CONDITIONS

Our professional services are available for the purchase of any type of travel, however the following charges apply:

1. Administration Planning Service

Should a detailed itinerary/quote be requested a non-refundable planning fee will be charged per itinerary, as per the Schedule of Fees, prior to each itinerary being prepared.

2. Itinerary/Reservation Cancellation

The itinerary/reservation deposit is payable at the time the reservation is requested and is in addition to any deposit fees charged by the tour operator/airline or other travel supplier. The itinerary/reservation deposit is non-refundable BUT if you proceed with the booking, the amount of the itinerary/reservation deposit will be credited against the final amount payable. If you do not proceed with or subsequently cancel the booking, the itinerary/reservation deposit is non-refundable and is in addition to cancellation fees imposed by travel principals and Southside World Travel.

3. Amendments

Any changes made to a confirmed, deposited or finalised booking prior to departure will attract an amendment fee as per the Schedule of Fees, plus any communications costs incurred in securing further confirmations.

4. Visa, Re-entry Permits etc.

A fee, as detailed in the Schedule of Fees, inclusive of registration postage and/or courier fees is payable in addition to any Government and/or Consular fees.

5. Extraordinary Costs

In the unlikely event we are unable to meet your requirements through our normal booking process or you request a late booking which requires urgent attention, we will let you know. If you wish us to continue with the booking any additional costs as notified to you, such as telephone and other communication expenses, courier charges, any associated bank costs for urgent remittance of funds, etc. will be payable by the client.

6. Insurance

We may ask you to sign a declaration if you do not accept our recommendation that you affect travel insurance. Travel insurance provides cover when the premium is paid and the policy issued, and so should be taken out as soon as any deposit or payment is made.

In the event that you elect to take out insurance with another provider (not supplied by us), the following fees will apply when providing documentation for any claim:

Administration fee for Insurance	Domestic	from	\$ 75.00 per person
	Asia Pacific	from	\$110.00 per person
	International	from	\$150.00 per person*

7. GST Provision

If a goods and services tax (GST) or similar tax is or becomes payable in respect of any supply made to you under this agreement, then in addition to the fee payable, you must pay the amount of GST payable in respect of that fee. The GST payable at the same time and in the same manner as the fee or at such later time as Southside World Travel may request.