



HOW TO APPLY

FOR AN ATI PROGRAM

ATI-HOW TO APPLY 10 8/20/10

THE FOLLOWING CHECKLIST WILL HELP YOU TO APPLY FOR AN ATI PROGRAM. IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THESE STEPS, OR NEED MORE ATI FORMS OR INFORMATION, PLEASE GIVE US A CALL AND/OR EMAIL ASAP.

STEP #1: CALL FOR AVAILABILITY, APPLICATION & OTHER INFO:

We'll tell you whether there is still space available on a particular ATI program and give you other important information.

If you decide that you would like to participate in an ATI adventure, we will tentatively assign you a space on the trip, if available and subject to final acceptance.

STEP #2: APPLICATION FOR PARTICIPATION:

Once you have decided that you want to participate and have been assigned a tentative space, you need to complete and return the application packet quickly. Unfortunately, if we have not received your correctly completed application packet within 10 days of the date when you tentatively reserved your space, we may need to drop you from the program at the discretion of ATI. Please make every effort to stay in touch with us. We will do the same.

THE ATI APPLICATION PACKET:

The ATI Application Packet contains the following documents:

- ATI PROGRAM UPDATE: DISCOUNTS, COSTS, AND OTHER DETAILS**
- HOW TO APPLY FOR AN ATI PROGRAM**
- ATI APPLICATION FORM**
- ATI TOUR PARTICIPANT AGREEMENT INCLUDING RELEASE OF LIABILITY**

You will receive the ATI Application Packet in one of two ways- a printed paper packet, or "pdfs" via email. If you receive "pdfs," print them. You cannot submit your application documents electronically.

Depending on the timing of your application, you may receive other documents in the packet such as:

- ATI PROGRAM BROCHURES** (Such as the Program Information Sheet)
- ATI GENERAL TRAVEL INFORMATION**
- ATI SPECIFIC AIRLINE TRAVEL RECOMMENDATIONS**
- TRAVEL INSURANCE INFORMATION** (Travel insurance is a personal choice)

BEFORE YOU APPLY:

If you have any questions or concerns about the information presented in these documents, please talk to us. For participation in any ATI PROGRAM, all applicants must read and understand all ATI documents related to participation in an ATI PROGRAM including, but not limited to, the forms entitled **HOW TO APPLY FOR AN ATI PROGRAM**, the **ATI APPLICATION FORM**, the **ATI TOUR PARTICIPANT AGREEMENT INCLUDING RELEASE OF LIABILITY**, as well as the contents of other ATI program brochures such as the **ATI PROGRAM INFORMATION SHEET**. These are the terms and conditions you accept when you agree to travel with the ADVENTURE TRAVEL INSTITUTE.

HOW TO COMPLETE THE ATI APPLICATION PACKET:

Read the document entitled **ATI PROGRAM UPDATE: DISCOUNTS, COSTS, AND OTHER DETAILS.** It contains information about your program costs and makes filling out the ATI Application Form easier.

To apply for an ATI PROGRAM, you need to quickly and correctly fill out, sign and return to ATI the:

-ATI APPLICATION FORM

Please fill out, sign and return one entire agreement per applicant and keep another for your records.

-ATI TOUR PARTICIPANT AGREEMENT INCLUDING RELEASE OF LIABILITY

Please fill out, sign and return one entire agreement per applicant and keep another for your records.

-A CHECK AS YOUR INITIAL DEPOSIT

If accepted, you will also need to provide the following information to ATI:

- 1) Proof of medical coverage (i.e. policy number & carrier telephone numbers, etc.)
- 2) Any additional information related to existing medical conditions which we should be
- 3) Photocopies of any travel identification and other travel documentation which you intend

YOUR INITIAL DEPOSIT:

With your application packet, you need to include a check made out to the **ADVENTURE TRAVEL INSTITUTE** for the amount of the required deposit. Deposit guidelines are summarized below:

INITIAL DEPOSITS MADE:

181 days or more before program's first day: payment due totaling 33%

If you apply for an ATI program 181 days or more before that program's first day, you need to make an initial deposit payment of 33% of the total program cost.

91-180 days before program's first day: payment due totaling 66%

If you apply for an ATI program between 91 and 180 before that program's first day, you need to make an initial deposit payment of 66% of the total program cost.

90 days or less before program's first day: payment due totaling 100%

If you apply for an ATI program 90 days or less before that program's first day, you need to make

STEP #3: OFFICIAL ACCEPTANCE INTO AN ATI PROGRAM:

Remember, our trips aren't for everyone. Once we have received your application, ATI must formally accept you, or not, into the program. This process will usually include a telephone conversation during which we discuss the conditions to be encountered on the program in question. We must agree:

- that you have a good understanding of the demands of the upcoming adventure.
- that you are physically and emotionally capable of participating in the journey.
- that you will enjoy yourself while traveling with other clients on one of our small group adventures in our remote and relatively backward travel areas.

ATI RESERVES THE RIGHT TO DENY PARTICIPATION IN ANY OF ITS PROGRAMS TO ANY APPLICANT BASED ON ATI'S JUDGMENT CONCERNING THE HEALTH, SAFETY AND WELL-BEING OF ITS CLIENTS, PROGRAM AVAILABILITY, AND OTHER LOGISTICAL CONCERNS, OR FOR ANY OTHER REASON WHICH DOES NOT VIOLATE CALIFORNIA STATE LAW, U.S. FEDERAL LAW, OR THE LAWS OF SOVEREIGN NATIONS WE VISIT.

Once you have been accepted into an ATI program, a detailed program orientation packet will be sent to you which includes pre-departure information on many topics including: travel documents, tourist visas, money and banking, health concerns, travel planning, clothing and equipment, arrival, what to expect, telephone communications, and other important topics to help prepare you for your trip. **EVEN AFTER YOU ARE ACCEPTED INTO AN ATI PROGRAM, DO NOT PURCHASE AIRLINE TICKETS UNTIL ATI AUTHORIZES YOU TO DO SO.**

We hope to talk to you soon. Thanks. Henry Wilds ADVENTURE TRAVEL INSTITUTE