

## POLY ESCAPES TRIP REGISTRATION INSTRUCTIONS

### GENERAL INFORMATION

1. Poly Escapes is not a guide service and makes no assurance that trips will be safe and enjoyable.
2. Because all outdoor activities are potentially dangerous, participants must consider the risks of an activity and make a careful decision whether or not to participate.
3. All participants will conduct themselves in a safe manner.
4. Participants must complete a waiver and health history form which will be distributed at the pre-trip meeting.
5. **No alcohol, tobacco or drugs are allowed on any trip.**

### TRIP REGISTRATION

1. You may register at Poly Escapes or online at the ASI website.
2. Participants must pay at the time of registration.
3. If registering at Poly Escapes, you may register a maximum of three people. Payment is due at time of registration. If registering others, please relay the instructions listed on this page to those parties not present at time of registration.

### TRIP CANCELLATION

1. If cancelling after **5 pm the Tuesday prior to departure**, you will not be issued a refund. You are required to notify the trip leader of your absence; however doing so does not qualify you for a refund.
2. If you would like to cancel your trip reservation **prior to 5 pm Tuesday prior to departure**:
  - You must complete a **Trip Cancellation Form** which is available at Poly Escapes.
  - All Trip Cancellation Forms must be turned into Poly Escapes.
  - **You are not guaranteed a refund unless another person agrees to take your place.**
  - Every effort will be made to find a replacement for you or you may find a replacement for yourself. New registrants should be directed to Poly Escapes.
  - If cancellation is due to medical reasons, a doctor's note must accompany the Trip Cancellation Form in order to receive a full refund.
3. If a trip is cancelled by Poly Escapes, registrants will receive a full refund.