



# NAME CHANGE REQUEST FORM

## REQUIREMENTS

A name change is possible at the discretion of our suppliers. The responsibility to find a suitable replacement is yours alone. You cannot complete a name change with an existing traveller or anyone previously registered for this trip. The replacement will assume all details of the traveller's package [eg. price, supplements, etc.].

### A NAME CHANGE REQUEST MUST MEET THE FOLLOWING REQUIREMENTS:

- To request a name change your account must be current and up to date.
- Completed Name Change Request Form

### FEES AND RESTRICTIONS:

- The replacement is responsible for directly paying the current traveller the agreed upon funds to take over the package. Ceremony does not take part in the exchange of fund between parties. The current traveller will not be refunded by Ceremony.
- Fees may apply with external suppliers depending on the time name change request is placed.

## TRAVELLER

SCHOOL OR GROUP NAME: \_\_\_\_\_

CUSTOMER ID: \_\_\_\_\_ TRAVELLER NAME: \_\_\_\_\_

### IF YOU ARE UNDER THE AGE OF 18 YEARS, THIS FORM MUST BE SIGNED BY A PARENT/GUARDIAN

*I, the above stated traveller, have decided not to travel on the Ceremony package I had reserved. I have found a replacement stated below. I understand that I will receive a refund for all payments made to Ceremony less the name change fee.*

\_\_\_\_\_  
Traveller Signature                      Parent/Guardian Signature (if under 18)                      Date

## REPLACEMENT

SCHOOL OR GROUP NAME: \_\_\_\_\_

TRAVELLER FULL LEGAL NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TRAVELLER PHONE #: \_\_\_\_\_ TRAVELLER D.O.B : \_\_\_\_\_ TRAVELLER GENDER: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

PARENT/GUARDIAN EMAIL ADDRESS: \_\_\_\_\_

PARENT/GUARDIAN PHONE #: \_\_\_\_\_

### IF YOU ARE UNDER THE AGE OF 18 YEARS, THIS FORM MUST BE SIGNED BY A PARENT/GUARDIAN

*I, the above stated replacement have decided to travel on the Ceremony package reserved by the traveller stated above. I understand that I will take responsibility to make all necessary payments in place of the traveller.*

\_\_\_\_\_  
Traveller Signature                      Parent/Guardian Signature (if under 18)                      Date