



Name Change & Transfer Agreement

Please follow the instructions below to ensure that your name change and/or transfer request is processed quickly and efficiently. Failure to make sure that all required criteria for a name change and/or transfer request is met will not only delay the process, but will not guarantee that the process has been completed.

Transfer Requirements

ALL of the following criteria must be met in order to complete a name change and/or trip transfer

1. Only trips which are PAID IN FULL may be transferred to another traveler.
2. The new traveler must pay a \$100 deposit in order to receive the transferred funds.
3. The new traveler must fill out a trip application available in the "Tools & Forms" section of www.swatup.com.
4. This transfer agreement must be signed and completed by the original traveler before the transfer is requested. Transfer requests without this form being submitted will not be approved.
5. The new traveler may not be someone who has already paid a deposit or made payments towards an existing account.
6. Deposits are non-transferable and are non-refundable. In other words, all funds less the \$100 deposit paid towards the original traveler's trip are transferrable to the new traveler's account balance.
7. Transfers will not be permitted seven (7) days prior to the trip date. There are NO EXCEPTIONS.
8. **High school trips only:** Transfer requests submitted 10 days prior to the trip date will only be approved for same-sex transfers as there is NO CO-ED ROOMING ALLOWED on high school trips. The new traveler will be required to take the original traveler's rooming arrangements.

Transfer Agreement

I hereby notify SWAT (Summer Winter Action Tours) that I have authorized the following individual to take my place on the trip below. I affirm that all of the abovementioned criteria have been met. I understand that all monies paid towards my account balance (less the \$100 deposit) will be transferred to the new traveler's account. I understand that the new traveler must pay a \$100 deposit in order to receive the transferred funds and to have an account created for him or her. I understand that the new traveler will take my place in my assigned room (applicable only to transfers completed 10 days prior to the trip date) and I am aware that SWAT is not responsible for any rooming conflicts that may arise as a result to this name change and/or transfer request. Any payments or compensation resulting from this transfer are the responsibility of the new traveler and not SWAT. I understand that I will not receive a refund of any sort from SWAT. I understand that this agreement holds SWAT free and harmless from any financial dispute that may arise between me and the new traveler.

Please complete the form below and submit it with the new traveler's trip application to SWAT

Original Traveler Name: _____ Trip: _____ School: _____

SWAT ID#: _____ Original Traveler Signature: _____ Date: ____/____/____

New Traveler Name: _____ Phone Number: (_____) _____ - _____