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**SCHEDULE OF FEES FOR CANCELLATION, VARIATION AND ADDITIONAL SERVICES**

In this Schedule the following terms shall bear the meanings assigned to them below–
“Package Reservation” - means a single reservation for Travel Services that includes only the flights and a hotel, resort or similar accommodation at one destination. Additional components will be regarded as Ancillary Travel Services even if booked with the same supplier;
“Cruise Reservation”- means a reservation for an ocean or river cruise with or without flights. Additional components will be regarded as Ancillary Travel Services even if booked with the same supplier;
“Flight Reservation” means a reservation for flights only, including the return flights on the reservation, but does not include connecting, internal or additional flights that are separately ticketed. These shall be regarded as separate flight reservations.

“Ancillary Travel Services” means hotel reservations, transfers, car hire reservations, local tours, train reservations, restaurant and show reservations, theme park passes and similar reservations;
“Insurance Policy” means a travel insurance policy that is obtained through the Agency. (PLEASE NOTE - Cancellation would generally only be possible for Out of Country Emergency Medical policies and prior to departure).

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                                        **Service / Fee**

1- Cancellation to a booked Package Reservation / **$100.00** for each person included in the reservation
2- Cancellation to a booked Cruise Reservation / **$100.00**for each person included in the reservation
3. Changes to a booked Package or Cruise reservation/ $100 per itinerary
3- Cancellation/ Changes to a booked Flight Reservation – Domestic Travel / **$50.00** for each person included in the reservation
4- Cancellation/Changes to a booked Flight reservation – Transatlantic Travel / $80.00 for each person included in the reservation.
5- Cancellation/Changes to a booked Ancillary Travel Service reservation / **$75.00** per reservation
6- Cancellation of an Insurance Policy / **$50.00** for each person covered under the policy
7- Information requests that are not atypical of information not already provided to passengers (ex. policies and procedures of airlines, tour operators, etc., changes made in policy or procedures not already relayed to the passenger, etc). Information will be gathered from multiple sources and Wood Travel will liaise with providers for an in-depth report. These requests will be calculated on an hourly basis based on $100 per hour and a minimum of 5 hours to start. This amount is payable up front before the information request can be submitted for completion. Once compiled, Wood Travel will advise the final length of time and the final price will be adjusted accordingly. This fee includes wait times on phone calls to gather said information. During non-regular business hours should the request be urgent in nature, the fee will be at double the rate. Information requests can take from four to six weeks to be completed during normal working hours.

GST will be added to each Fee charged  Fees for Services 1and 2 will be waived if your purchase was fully protected with travel insurance through Wood Travels referral program with Manulife Insurance and where Travel Credits were not issued..