



## 2024 TRIP CANCELLATION PROCEDURE

**Please read before application for trip.**

### **Participant Cancellation**

If you have previously registered for a trip and need to cancel, please call the HIM office immediately. If tickets have already been purchased, the individual is responsible to pay for the cost of the tickets, in addition to the \$200 non-refundable deposit. Cancellations within 90 days of departure cannot be refunded. HIM is not responsible for flight cancellations or delays due to weather or other issues that HIM has no control of.

### **International, National, or Regional Incident**

In the event that the HIM staff is made aware of an international incident or regional occurrence that might endanger the team or affect the team's mission HIM will begin an investigation with the U.S. Department of State to evaluate the extent of the threat and danger to the team entering the country. We will also contact our international contacts and partners to ascertain their perspective on the situation.

Ultimately, HIM is responsible for the team's safety and well being. That trust is passed on to the team leader and our national partners when the team is in country. A decision will be made by the HIM director regarding trip cancellation. The decision will be made with due diligence utilizing all the information and wise counsel we have at our disposal. Obviously, if the U.S. Government Department of State says we should not go that is a prime determinant as they will be needed to help us in the event of a problem.

Important Department of State information for you:

- Department of State website at [state.gov:doswork@uic.edu](mailto:state.gov:doswork@uic.edu)
- Bureau of Consular Affairs website at [travel.state.gov:ca@his.com](mailto:travel.state.gov:ca@his.com)
- Bureau of Diplomatic Security website at [ds.state.gov:dswebhelp@dsosac.org](mailto:ds.state.gov:dswebhelp@dsosac.org)

Emergency contacts for travel related emergencies (whether you are traveling or you urgently need to contact someone else who is traveling) call Overseas Citizens Services a 24-hour hotline at 202-647-5225.

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I understand the above cancellation procedure and agree to its terms.