



LONDON IN THE SPOTLIGHT



February 3 – 10, 2027

Hosted by: Otterbein University's Division of Philanthropy and Alumni Engagement, Mary Beth Metz, Director of Alumni Engagement



London's world-famous landmarks, rich history, and vibrant cultural scene provide the perfect backdrop for this unforgettable Otterbein University journey. From iconic sites and charming neighborhoods to renowned museums and historic treasures, each day offers opportunities for discovery and connection. A special highlight will be gathering as a community to support a fellow Otterbein alumnus performing in London's celebrated production of *The Phantom of the Opera*, making this experience even more meaningful. Thoughtfully designed with a balance of guided exploration and free time, this itinerary showcases the very best of England's capital city. We invite you to join us for this extraordinary London adventure.

Inclusions:

- Roundtrip flights from Columbus
- Hotel accommodations in central London
- Motorcoach transportation for the full itinerary
- An English-speaking tour manager to accompany the group
- Breakfast daily and four dinners
- All admissions, tips, and taxes

Highlights:

- Attend a performance of *The Phantom of the Opera*, supporting fellow Otterbein alum, Jordan Donica '16, in the lead role as the Phantom.
- Day trips to Oxford, Windsor, and Eton
- Explore London's National Gallery and Trafalgar Square
- Visit the British Museum
- Cruise on the River Thames
- Tour the Royal Albert Hall to get behind the scenes access
- Visit inside Windsor Castle, Westminster Abbey, Christ Church College, and more iconic London attractions
- Explore and dine in the vibrant Covent Garden neighborhood

Tour Cost

\$4,765 per person from Columbus,
based on double occupancy

Single supplement: \$675 per person (*based on availability*)

Hosted by

Otterbein University's Division
of Philanthropy and Alumni
Engagement, Mary Beth Metz,
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REGISTER ONLINE AT

bookings.wittetravel.com

use booking code 020327METZ

or complete and return the printed registration form.





February 2027

03, Wednesday **Depart Columbus**

Today's the day! We meet at the Columbus Airport for our connecting flights to London. (meals in-flight)

04, Thursday **Arrive London**

Welcome to England! Upon collecting our luggage, we meet our tour manager and driver to transfer into the city. Enjoy a panoramic bus tour to get acquainted with our home for the next six nights. While sightseeing, view the majestic St Paul's Cathedral. Leaving the motorcoach behind, enjoy time at leisure for an independent lunch before we transfer to the hotel and check in. After time to freshen up, we gather for a welcome dinner in the Covent Garden area. (D)

05, Friday **London**

A full day of sightseeing in the city lies ahead. First, we visit the iconic Tower of London. Built by William the Conqueror, it has served as a royal palace, prison, treasury, armory, and the home of the Crown Jewels for nearly 1,000 years. Following our visit, we embark on a cruise on the River Thames. Enjoy a new vantage point of this magnificent city as you sail along the water. Following time for an independent lunch, we visit Westminster Abbey. As one of the most important churches in the United Kingdom, it has been the site of nearly every English and British coronation since 1066. After taking in the ornate architecture, we end our day visiting the Churchill War Rooms, the secret underground headquarters from which Prime Minister

Winston Churchill and Britain's wartime leadership coordinated the Allied effort during World War II. The remainder of the evening is at leisure to shop, dine, or rest. (B)

06, Saturday **London**

Today, we visit the National Gallery, home to one of the world's finest collections of Western European art. Founded in 1824, the museum features masterpieces by renowned artists such as Leonardo da Vinci, Van Gogh, Monet, Rembrandt, and more. Next, we have time to explore Trafalgar Square, one of London's most iconic public spaces and a vibrant gathering place in the heart of the city. After time for an independent lunch, we continue to the British Museum. Explore one of the world's premier museums, featuring famous artifacts including the Rosetta Stone, Egyptian mummies, and treasures from ancient civilizations spanning thousands of years. Later this evening, we conclude our day with a group dinner. (B, D)

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- ① St. Paul's Cathedral
 - ② National Gallery and Trafalgar Square
 - ③ Inside Westminster Abbey
 - ④ Tower of London
- Cover: Big Ben and Houses of Parliament



archaeology, and culture. Following our visit, we return to London, where we enjoy a farewell dinner. (B, D)

10, Wednesday Return Home

All too soon, we say goodbye to London as we transfer to the London Heathrow Airport for our flights home. (B)

Daily activities are subject to change due to local circumstances.

(Meals included: B=breakfast, L=lunch, D=dinner)



07, Sunday Windsor, Eton, London

This morning, we travel to Windsor to visit Windsor Castle, the oldest and largest occupied castle in the world and the official residence of the British monarch for nearly 1,000 years. Explore its magnificent State Apartments, admire the Gothic splendor of St. George's Chapel, and discover centuries of royal history within this iconic fortress overlooking the River Thames. Following time for an independent lunch, we travel to the town of Eton. Here, we visit the museums and collections at Eton College. After exploring, we return to London for the remainder of the evening at leisure. (B)

08, Monday London

We start our day by visiting the Victoria and Albert Museum, the world's leading museum of art, design, and decorative arts that showcases more than 5,000 years of human creativity. Next, we transfer to the Royal Albert Hall for a guided backstage tour before free time in the Covent Garden and West End area. This evening, we enjoy an early group dinner at a local restaurant before attending *The Phantom of the Opera* at His Majesty's Theatre to cheer on Jordan Donica '16 as the Phantom. (B, D)

09, Tuesday Oxford, London

We travel to Oxford today, enjoying a guided walking tour upon arrival. Highlights include the Bodleian Library, Sheldonian Theatre, and a visit to Christ Church College. After time for an independent lunch, we transfer to the Ashmolean Museum, one of Oxford's world-renowned museums and the oldest public museum in Britain. Its collections span thousands of years of art,

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- ❶ Windsor Castle
 - ❷ Sheldonian Theatre & Clarendon
 - ❸ Royal Albert Hall



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ACKNOWLEDGMENT AND ACCEPTANCE: I/we acknowledge that I/we have read, understand, and agree to these Terms and Conditions. If any participant included in this booking is under 18 or otherwise considered a minor under applicable law, the participant's parent or legal guardian acknowledges and agrees to these Terms and Conditions on the participant's behalf.

General Data Protection Policy. We collect personal data, including, but not limited to legal name, gender, date of birth, passport information, dietary needs, and mobility concerns for the purpose of making travel arrangements on your behalf. We share this information with suppliers as it relates to the operation of your trip/tour. By signing the registration form/agreeing to the terms in TRIP, you agree to sharing your personal data for the purpose of making travel agreements on your behalf.

The cost of your tour includes:

Air transportation roundtrip from Columbus to London with any regularly scheduled air carrier, based on a nonrefundable/nonchangeable fare, which requires a minimum of 10 passengers traveling round trip together. The identity of the carrier, which may include the carrier's code-share partner, will be assigned and disclosed in your final documents. Tickets are issued 45 days prior to departure. All current airlines taxes, security fees and fuel surcharges are included. Note that these items cannot be guaranteed until tickets are issued.

Secure flight information. The requirement to collect date of birth, gender, and full name are federally mandated by the Transportation Security Administration's (TSA) Secure Flight Program. While disclosure of this information is voluntary, if it is not provided, participants may be denied boarding. TSA's privacy policy, as well as additional details, can be found at tsa.gov using the keywords Secure Flight. Witte takes all reasonable steps to safeguard the privacy of all information collected from its clients.

Frequent flyer points are not guaranteed in connection with group airfares. Some airlines may limit group airfare credits to 25% to 50% of the frequent flyer points that apply to individuals while others do not offer any credits for group airfares.

Hazardous Materials. Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. For more information, examples and special exceptions, visit: <http://www.tsa.gov/traveler-information/prohibited-items>.

Land transportation. A deluxe air-conditioned motorcoach is used for transfers, excursions, and travel between cities. Because motorcoach travel is restricted in many European cities, sightseeing is often done on foot or via public transportation.

Accommodations in moderate first-class to standard first-class hotels based on two people sharing a room with private facilities. When hotels in these categories are not available, top-quality superior tourist-class properties are selected. **The supplement for single accommodations is \$675.** If you register alone but want a roommate, we will do our best to assign one. Shared accommodation bed configurations vary by destination. Separate twin beds cannot be guaranteed. If a single room must be assigned to any member of the group for any reason, even if it is at the last minute or while on tour, we will need to charge the single supplement. Changes in rooming arrangements requested by the participant 45 or fewer days prior to departure may result in additional charges.

Meals. Breakfast daily and dinners as indicated in the itinerary. Dinners do not include beverages.

Tour Personnel. A multi-lingual tour manager to accompany the group from arrival in London until departure. The tour manager may be assisted by local guides at key sites.

Sightseeing and admission fees in accordance with the itinerary.

Tippping and taxes are included for all services, including the tip for the tour manager and motorcoach driver.

The tour cost does not include passports, ETAs, airline luggage fees if charged, portage of luggage, optional travel protection plan including luggage and trip cancellation coverage, optional excursions, independent meals, and any other items not mentioned as included.

Insecticide Disclosure. Some countries require that aircraft be treated with insecticides prior to flight or while occupied. For a list of the countries with insecticide requirements, go to <http://airconsumer.dot.gov/spray.htm>.

Optional travel protection. Witte recommends that you purchase a travel protection plan. For your convenience, Witte Travel offers a travel protection plan designed by TravelEx Insurance Services. This plan is not available for residents of NY and WA. Please contact us for other plan options. This travel protection can be purchased at any time prior to making the final payment for your tour. **To be eligible for the waiver of pre-existing medical condition exclusion, the protection plan must be purchased within 21 days from the time you make your initial trip deposit, provided you are medically fit to travel at the time of purchase. The pre-existing medical exclusion applies to you, your traveling companion(s), and traveling family member(s). For all traveling companions to benefit from the pre-existing condition waiver, each must enroll in travel protection within 21 days of initial deposit and meet qualifications for the pre-existing condition waiver.** The plan cost for the travel protection plan that applies to your tour will be noted in your brochure and on the registration form. It may be necessary to increase the trip cost insured on the travel protection plan if you purchase additional services and/or upgrade any arrangements. This could increase the plan cost of the travel protection plan. This travel protection plan is refundable during the 21-day (30 day for IN, NH, and UT residents) review period following the purchase of the plan; as long as you have not departed on your trip or plan to file a claim.

Schedule of Coverages	Maximum Coverage Amount (up to the limits shown below)
Trip Cancellation	100% of Insured Trip Cost
Trip Interruption	150% of Insured Trip Cost
Trip Interruption - Return Air Only**	\$750
Travel Delay (6 hours)	\$750 (\$150/day)
Missed Connection Air & Cruise Only (3 hours)	\$750
Baggage & Personal Effects	\$2,000
Baggage Delay (12 hours)	\$250
Sporting Equipment Delay (8 hours)	\$ 600
Emergency Medical Expense***	\$50,000
Emergency Dental Expense***	\$500
Emergency Evacuation and Repatriation	\$250,000
Accidental Death & Dismemberment	\$25,000
Exposure & Disappearance	\$25,000
24 Hour Travel Assistance*	Included

*Travel Assistance Services are provided by the designated provider listed in the Policy.

**Trip Interruption and Trip Interruption - Return Air Only cannot be combined for residents of CT, IN, KS, MO, MT, & VT.

***The following states have a \$50 deductible: CT, IN, KS, MO, MT, & VT

Maximum trip length allowed is 90 days. Coverage and rates may vary by state. Rates are subject to change. The product descriptions provided here are only brief summaries and may be changed without notice. The full coverage terms and details, including limitations and exclusions, are contained in the insurance policy. Prior to purchasing, you may view/download the Policy based on your state of residence at: <http://policy.travelexinsurance.com/381ZA-0924>. Insurance coverage underwritten by Zurich American Insurance Company (NAIC #16535, state of domicile: New York), 1299 Zurich Way, Schaumburg, IL 60196. Coverages available to residents of U.S. States (excluding NY and WA) and the District of Columbia only. Certain coverages are not available in all states.

The purchase of this product is not required in order to purchase any other travel product or service. Your travel retailer might not be licensed to sell travel insurance and will only be able to provide general information about the product. An unlicensed travel retailer may not answer questions about the terms and conditions of the insurance offered and may not evaluate the adequacy of your existing insurance coverage. The products being offered provide insurance coverage that only applies during your covered trip. You may have insurance coverage from other sources that provide similar benefits but may be subject to different restrictions depending upon the coverage. You may wish to compare the terms of the travel policy offered through TravelEx with any existing life, health, home and automobile insurance policies you may have. If you have questions about your coverage under your existing insurance policies, contact your insurer or insurance agent or broker.

Documentation: Passports, Visas, and Travel Consent for Minors. All U.S. citizens are required to have a valid passport book to travel internationally. If you already have a passport book, check its expiration date now since the country visited on this tour requires passports to be valid beyond the traveler's intended return date. If your passport is due to expire earlier, you will need to obtain a new one. **If you do not have a passport book or need a new one, apply as soon as possible as processing can take time.** If you plan to visit other countries on your own, contact Witte for any special requirements. **An Electronic Travel Authorization (ETA) is required to enter the U.K. The current cost is \$20 and is not included in the tour cost.** You must apply online at <https://www.gov.uk/eta>. All non-U.S. citizens should contact Witte for their special requirements. We will check the requirements for non-U.S. citizens at the time they register and again approximately 45 days prior to departure. Witte is not responsible for any changes in requirements for non-U.S. citizens that occur after our final check.

When travelling domestically or internationally, the U.S. Transportation Security Administration (TSA) and U.S. Department of Homeland Security (DHS) advise that everyone carry at least two forms of acceptable identification in order to board a flight found <http://www.tsa.gov/traveler-information/acceptable-ids>. Examples: DHS-designated enhanced driver's license, U.S. Passport, a foreign government passport. The name, date of birth and gender that appears on the identification card must exactly match the same data listed on airline ticket(s) and booking records

Minor children traveling internationally without both parents are strongly encouraged to carry a notarized note signed by both parents stating that they have permission to travel without one or both of them. It has become increasingly necessary to possess such a note, and will save time if questions arise departing from the U.S. or to exit a foreign country. In order to download a sample minor consent form go to: <https://www.us-passport-service-guide.com/minor-travel-consent-form.html> The sample form is a guide only. Parents who share custody of their children should carry copies of the legal custody documents. Important note: Parents are responsible to contact the embassy of the country or countries the minor child will be visiting to confirm all travel entry and exit requirements, which may include obtaining additional notarized documentation.

Health Documentation Requirements. You are responsible to make absolutely certain to have the proper immunizations and required documentation of such immunizations before travel. Witte shall not assume responsibility for the accuracy of health requirements or vaccination documentation prior to departure or upon landing at the final destination. See your health practitioner for advice. Prior to travel, required inoculations, if any, must be recorded by your health practitioner on a valid vaccination certificate, and you must carry for proof of inoculation where required. If you are concerned about taking any medications or receiving certain inoculations, and adequate timing of such inoculations relative to your travel booking, consult your health practitioner BEFORE booking. Check the U.S. State Department websites <http://travel.state.gov> for relevant information relating to travel to specific destinations, the USA Centers for Disease Control <http://wwwnc.cdc.gov/travel/destinations/list/> and the World Health Organization <http://www.who.int/en/> relating to health issues.

Luggage allowance. You may take one suitcase with a maximum size of 62 linear inches (height plus width plus depth) and weight of 50 lbs. You may also carry a purse, a camera and one piece of hand luggage with a maximum size of 45 linear inches and weight of 15 lbs. These size and weight restrictions conform to most airlines' requirements. Hand luggage does not fit in the overhead bins on the motorcoach. There may be room for it in the storage compartment under the coach or by an empty seat on board. If not, it will need to be placed on the floor in front of your feet. Portage of luggage is provided at hotels to the greatest extent possible. Portage is not provided at airports and at hotels that do not have porters. Let your tour personnel know if you need assistance with your luggage.

Tour cost. The tour cost is based on a group of 21 passengers and current tariffs for air and land arrangements.

Please note that these travel arrangements are subject to possible price increases due to additional charges imposed by a supplier or government. You may be charged additional sums by Witte to offset increased fees, fuel surcharges, taxes, fluctuations in foreign exchange markets, and/or changes in group size. Before passing on an increase, Witte will use its best efforts to minimize the amount. If it is necessary to increase the tour cost, participants will be advised at final billing and provided with a summary of the contributing factors. Your signature on the registration form indicates consent to any post-purchase price increases.

<p>Reservations and payments. To make reservations on this tour, complete the Registration Form and return it as indicated. Reservations cannot be accepted over the telephone. Payments are due as follows:</p> <p>Deposit of \$2,000 per person with Registration Form by December 4. Reservations may be accepted after this date, provided space is still available.</p> <p>Balance due on receipt of final invoice sent approximately 30 days prior to departure</p> <p>If you are registering for the tour after one of the above payment dates, increase your deposit amount accordingly so your account will be up to date. Please note that checks returned due to insufficient funds are subject to a \$30 service fee.</p>
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Credit card payments. Visa, MasterCard, Discover or American Express credit cards are accepted for the deposit. The deposit charge is processed shortly after receipt of your registration form.

Cancellations and refunds. Witte must receive notice of cancellation in writing. Penalties are per person and will be based on the date of receipt, as follows:

More than 90 days before departure	\$300
Between 90 and 46 days before departure	\$600
Between 45 and 31 days before departure	\$1,950
30 or fewer days before departure	No refund

The service fee noted under "Special Flight Arrangements" and the nonrefundable portion of any special arrangements, or any other non-refundable arrangements made on behalf of the canceling participant, are also added to the above penalties. Allow four to six weeks for processing of refunds. Note that payments made by check are refunded by check to the person or organization that made the payments, and payments charged to a credit card are credited back to the same credit card.

Membership/Passenger's Responsibility. You acknowledge Witte is responsible for a comfortable and respectful atmosphere that protects the health of all travelers, creating a positive tour experience. This requires commitment from every individual on the tour to assume personal responsibility for protecting their own health and wellbeing, as well as the health and wellbeing of other travelers and tour personnel. You pledge to follow local and state laws as well as tour and sightseeing requirements related to any community

health concern. If you refuse to comply with these rules of conduct, you understand that Witte Travel & Tours reserves the right to remove you from the trip and you are responsible for any associated expenses. Witte reserves the right to accept or reject any person as a member of the tour and to expel from the tour any participant whose conduct or condition is incompatible with the interest of the group.

Land-only participants. If you wish to make your own flight arrangements, contact Witte for the land-only cost at least 90 days prior to departure. Participants who make their own flight arrangements are strongly encouraged to coordinate their flight schedules with the group's flight schedule and to use the same airports. The group's airport transfers on the arrival and return days will be timed to the group's flight schedule. Land-only participants may need to arrange for their own airport transfers. Contact Witte for information and costs on options for private transfers. Witte cannot be responsible for any inconveniences to land-only participants resulting from changes in the group's flight schedule. Participants who change their status to land-only less than 90 days prior to departure may be subject to penalties imposed by the airlines.

Domestic flight connections. Note on your registration form if you would like to fly to and from the international departure city. You will be contacted with schedule options and costs. Witte must receive requests for connecting flights at least 45 days prior to departure.

Special flight arrangements. Note on your registration form if you would like to extend your stay and/or depart from and/or return to another city. The number of passengers who can deviate from the group's flight schedule is restricted. You will be contacted to let you know if the arrangements you requested are possible and to advise you of schedule options and costs. Upon confirmation of your special arrangements, a nonrefundable service fee of \$75 per person will be added to your account along with any additional air or land costs that may apply. In the event of cancellation, the service fee and any nonrefundable portion of special air or land arrangements made for you will be added to the penalties noted under "Cancellations and Refunds." Witte must receive requests for special flight arrangements at least 45 days prior to departure.

Special meal requests and food allergies. Note special meal requests and food allergies on your registration form. Witte cannot be responsible if special requests are not met but we will pass them on to the airlines, hotels and restaurants. If you have dietary restrictions or food allergies, be sure to carry your medications with you at all times. Also, discuss your special needs with your tour personnel and ask the wait staff about the foods you are served.

Mobility Concerns. Sightseeing on Witte tours almost always includes walking. Visits to historical places often mean climbing stairs and walking on uneven surfaces or cobblestones. The Americans with Disabilities Act ("ADA") is only applicable within the U.S., and facilities for disabled individuals are limited outside its borders. A qualified and physically able companion must accompany travelers who need such assistance. Motorized scooters and wheelchairs are unsuitable for many trips. Transportation services, including many tour motor coaches, are not equipped with wheelchair ramps. Handicap accessibility is not always available. Witte tour personnel are not able to provide attendant services.

Consult your physician if you have any concerns about your ability to participate.

Time away from the tour. Advise Witte in writing at least 45 days before departure if you plan to spend some time away from the tour. Wherever possible, you will be credited for missed hotel nights.

Final tour documents—including itinerary, hotel list, passenger list, flight schedules with departure instructions, and luggage tags—are sent about 10 days prior to departure. Flight tickets are usually made available at the airport at check-in.

Limitations of Responsibility and Disclosure. The trip outlined herein has been contracted with Abbey Tours. Witte acts solely as a booking agent for supplier hotels, airlines, air charters, bus companies, ground transportation, cruise lines, boat purveyors or owners, and other independent contractors providing accommodations, transportation, and/or other services, and is not the source or provider of the travel services. Each of these supplier companies is an independent entity with its own management, and is not subject to the control of Witte. Participant is advised that the suppliers whose services appear in travel documentation are responsible for providing the travel services purchased, and consents to the use of those suppliers, and understands and agrees each supplier's Terms and Conditions are contained in printed form and are set forth on their respective Web sites, which govern the transaction. All bookings are accepted by Witte as agent for the travel suppliers on your itinerary. The transportation, accommodations and other services provided by the sea, ground, and air operator suppliers offered are subject to the terms and conditions contained in the tickets, exchange orders or vouchers issued by them and/or their suppliers, including Terms and Conditions on their respective Web sites.

BECAUSE WITTE ACTS AS AGENT FOR DISCLOSED PRINCIPAL SUPPLIERS, AND DOES NOT HAVE THE RIGHT TO CONTROL THE OPERATIONS OF SUCH INDEPENDENT OPERATORS AND SUPPLIERS, YOU AGREE WITTE IS NOT LIABLE FOR ANY PERSONAL INJURY OR PROPERTY DAMAGE, WHICH MAY ARISE OUT OF THESE SERVICES. WITTE HEREBY DISCLAIMS ANY LIABILITY WHETHER BASED ON CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, INCLUDING WITHOUT LIMITATION LIABILITY FOR ANY DIRECT, PUNITIVE, SPECIAL CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES, IN CONNECTION WITH THE GOODS OR SERVICES PROVIDED BY ANY PRINCIPAL SUPPLIER BOOKING THROUGH WITTE'S OFFICE OR WEB SITE, INCLUDING WITHOUT LIMITATION LIABILITY FOR ANY ACT, ERROR, OMISSION, INJURY, LOSS, ACCIDENT, DELAY OR IRREGULARITY WHICH MAY BE INCURRED THROUGH THE FAULT, NEGLIGENCE, WILLFUL ACTS, OMISSIONS OR OTHERWISE OF SUCH SUPPLIER, OR OF ANY SUPPLIER OR THEIR RESPECTIVE EMPLOYEES, AGENTS, SERVANTS, OR REPRESENTATIVES, INCLUDING, WITHOUT LIMITATION, THEIR FAILURE TO DELIVER OR THEIR PARTIAL OR INADEQUATE DELIVERY OF SERVICES, FUEL INCREASES, AND OTHER MATTERS OUTSIDE OF WITTE CONTROL, AND PARTICIPANT HEREBY EXONERATES WITTE FROM ANY LIABILITY WITH RESPECT TO THE SAME.

Witte, its agents, sponsors, organizers and employees shall not be responsible for any injury, loss, damage, accident, delay, irregularity or expense arising from strikes, weather, sickness, acts of war or terrorism, governmental restrictions or regulations or from any act or omission on the part of any individual or company furnishing transportation, accommodations or any other services to the tour participants; absent gross negligence, Witte shall not be responsible for any injuries, death, damages, loss or delay by any means of transportation or by reason of any event beyond its actual control.

Weather conditions, including but not limited to the presence or absence of snow, sunshine, and rainfall are not guaranteed to occur or not occur, and are outside of Witte's control. Volcanic eruptions, ash clouds, and wind may be characterized as an adverse weather condition or a natural disaster by suppliers and your travel insurance company, which is beyond the control of Witte.

Witte shall not assume any responsibility for any air and/or ground schedule changes.

Witte reserves the right to make alterations in the itinerary as it deems necessary.

Force Majeure. "Force Majeure" means, in relation to Witte, any circumstances beyond the reasonable control of Witte, (including, but without limitation, acts of God, explosion, tidal waves and flood, tempest, forceful wind, earthquakes, fire or accident, hostilities, war or threat of war declared or undeclared, acts or threats of terrorism, sabotage, insurrection, riots, strikes, civil disturbance, requisition, epidemic, sickness, quarantine, government intervention, invasion, act of foreign enemies, mobilization, embargo, weather conditions, defects in machinery and vehicles, delay, wildlife, contamination by radio-activity from any nuclear fuel or from any nuclear waste, or other untoward occurrences).

Witte shall not be deemed to be in breach of these terms and conditions or otherwise be liable to you, by reason of delay in performance, or by non-performance, of any of its obligations hereunder to the extent that any such delay or non-performance is due to any Force Majeure.

If Witte, and/or any of its travel suppliers, are affected by Force Majeure, they shall be entitled to, and may in their sole and absolute discretion, vary or cancel any itinerary or arrangement in relation to the trip. Payment of any refund by Witte to you as a result of the non-performance of any obligations due to Force Majeure shall remain in its sole and absolute discretion, although Witte shall use its reasonable efforts to reimburse you where possible. However, Witte shall be entitled to deduct from any refund recoverable the reasonable actual and potential costs to Witte of the Force Majeure and applicable cancellation fees.

Regarding civil unrest, once Witte has investigated the prevailing situation, as it deems fit, it shall remain in Witte's sole and absolute discretion whether to proceed with the trip. You may in such circumstances cancel the trip subject to Witte's and each supplier's terms and conditions.

In case of insufficient participation, geopolitical, or natural cause, or other circumstances beyond its control to the extent travel services cannot be provided wholly or partially, Witte may cancel the tour. In such

cases, Witte will use its best efforts to supply alternative services and accommodations, and no refunds will be granted provided that the alternatives are comparable to the original services and accommodations included in the tour cost. In the event of cancellation of the tour by Witte, its liability will be limited to a refund in full of all monies paid by the participants. If available, Witte will offer an alternative trip, which the participants may accept or reject.

California Passengers: Witte is registered as a California Seller of Travel CST# 201-3304-40. Witte is a fully accredited tour operator with the Airlines Reporting Corporation, the International Airlines Travel Agency Network, and is a member of the National Tour Association, the mark of excellence in the group tour industry.

Assumption of Risks/Safety. Travel to certain destinations may involve greater risk than others. Witte urges all participants to remain informed daily as to current news events, as well as to review travel prohibitions, warnings, announcements, and advisories issued by the U.S. Government prior to booking travel to international destinations. Information on conditions in various countries and the level of risk associated with travel to particular international destinations may be found at <http://www.state.gov>, <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>, <http://www.tsa.gov>, <http://www.dot.gov>, <http://www.faa.gov>, <http://www.cdc.gov>, and <https://www.cbp.gov/travel>

In recognition of the inherent risk of travel and related activities in which you are intending to engage, you confirm that you are physically and mentally capable of participating in the travel booked and that you willingly and voluntarily assume full responsibility for any injury, loss, or damage suffered by you or caused by you. By registering for any related travel activities, you certify that you do not have any mental, physical, or other condition or disability that would create a hazard for yourself or other participants.

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. Registration is recommended and provided by going to <https://step.state.gov/step/>

BY OFFERING FOR SALE TRAVEL TO PARTICULAR DESTINATIONS, WITTE DOES NOT REPRESENT OR WARRANT THAT TRAVEL TO SUCH POINTS IS ADVISABLE OR WITHOUT RISK, AND SHALL NOT BE LIABLE FOR COSTS, DAMAGES, OR LOSSES THAT MAY RESULT FROM TRAVEL TO SUCH DESTINATIONS. EACH TRAVELER'S PARTICIPATION CONSTITUTES ACCEPTANCE OF SUCH EVENTS AT THE PARTICIPANT'S OWN RISK.

Traveler acknowledges that Witte Tours or its associates may receive advice from health authorities regarding the trip which may include requirements for the wearing of masks/coverings, guidance in hand hygiene, and avoiding physical contact.

An inherent risk of exposure to communicable disease exists in any public place where people are present. Diseases can be extremely contagious and lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable. By traveling on this tour, you voluntarily assume all risks related to exposure to illness and agree to indemnify and hold Witte Tours harmless from third-party claims and any damages due to sickness or death.

Photographs/Videos Copyright Policy, Release, and Authorization. Witte reserves the right to use any photographs/videos taken at any event or during the operation of any travel activity and to use the resulting photography, videos or recordings for promotional or commercial use without the express written permission of those included in the photograph/video. By making a reservation with Witte, the parent/guardian/participant agrees to allow and authorizes his/her likeness to be used by Witte without compensation to the parent/guardian/participant, or anyone else, and releases any claims and demands ensuing from or in connection with the use of the photographs, including any expectation of confidentiality and all claims for libel and invasion of privacy.

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If the parent/guardian/participant prefers their likeness not be used, he/she must notify groups@wittetravel.com in writing prior to departure of the trip and include a photograph.

SECURITY. Any passwords used for registration on this site are for individual use only. You may not share your password with anyone. You are solely responsible for the security of your password and any use of the services by anyone else with whom you share your password. We may monitor your password and, at our discretion, require you to change it. If you use a password that we consider insecure, we may require it to be changed or we may end your account.

If you become involved in any violation of system security, we reserve the right to release your details to system administrators at other sites in order to assist them in resolving security incidents. We reserve the right to investigate all suspected violations of these Terms and Conditions.

We reserve the right to fully cooperate with any law enforcement authorities or court order requesting disclosure of the identity of anyone posting any E-mail messages, or publishing or otherwise making available any materials that are believed to violate these Terms and Conditions. BY ACCEPTING THIS AGREEMENT, YOU WAIVE AND HOLD HARMLESS WITTE FROM ANY CLAIMS RESULTING FROM ANY ACTION TAKEN BY WITTE DURING OR AS A RESULT OF ITS INVESTIGATIONS AND/OR FROM ANY ACTIONS TAKEN AS A CONSEQUENCE OF INVESTIGATIONS BY EITHER WITTE OR LAW ENFORCEMENT AUTHORITIES.

Arbitration: Any controversy or claim arising out of or relating to this Agreement of the performance thereunder, including without limitation any claim related to bodily injury, property damage or death, shall be settled by binding arbitration in Kentwood, Michigan, U.S., in accordance with the rules of the American Arbitration Association then existing, and judgment in the arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy. Such proceedings will be governed by substantive Michigan law. This agreement to arbitrate does not waive or modify the limitation of liability contained in this document.

Exclusive Governing Law and Jurisdiction: This Agreement shall be governed by the laws of the State of Michigan, without regard to conflicts of laws principles. If the right to seek arbitration is for any reason waived by both parties, or if judicial review of any arbitration is sought, any action or legal proceeding arising out of this Agreement shall be brought exclusively in the courts of Kent County, Michigan, and the parties hereby waive any objection to venue or jurisdiction in connection therewith. In connection with any action or legal proceeding arising out of this Agreement, the parties hereby specifically and knowingly waive any rights that either party might have to demand a jury trial. Use of the Witte website is unauthorized in any jurisdiction that does not give effect to all provisions of these terms and conditions, including, without limitation, this paragraph.

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If you have any questions or concerns, please feel free to email our customer service department at groups@wittetravel.com

 Witte Travel & Tours
3250 28th St SE, Grand Rapids, MI 49512
616.957.8113 | witte-tours.com

REGISTRATION FORM

OTTERBEIN UNIVERSITY: LONDON IN THE SPOTLIGHT

February 3 – 10, 2027

\$4,765 per person from Columbus
based on double occupancy

For office use only

witte

wittetours.com

Fax: 616.957.9716

Register online at

bookings.wittetravel.com

using booking code 020327METZ

or complete and return this paper form

It is your responsibility to **enter full legal name and gender exactly as it appears on your passport**. Errors matching name and gender to passport may incur change fees and risk being denied boarding at the time of departure. If you do not have a passport and are applying for one, provide your full legal name and select the option for passport renewal/application.

Passenger #1 PRINT CLEARLY

First name _____ Middle ☐ I do not have a middle name _____ Last _____ Preferred First Name _____
☐ M ☐ F ☐ X Birthdate mm____/ dd____/ yyyy____ Citizenship: ☐ U.S. ☐ Other _____
Home _____ Work _____ Cell _____
E-mail _____ Known Traveler Number (if you have one) _____

Passport Status: ☐ Current ☐ I do not have a passport ☐ My passport has expired. I am renewing.

Passport Number _____ Issue Date _____ Expiration Date _____
(MM / DD / YY) (MM / DD / YY)

Dietary Needs:

☐ Vegan ☐ Low Sodium ☐ Vegetarian ☐ Diabetic ☐ Gluten free ☐ Other _____

Food allergies: _____

Accessibility & Support Needs Please detail your medical/accessibility needs or support devices (e.g., hearing aids, allergies, mobility devices, CPAP water requirements, etc.) so we can best support you during your trip.

Passenger #2 PRINT CLEARLY

First name _____ Middle ☐ I do not have a middle name _____ Last _____ Preferred First Name _____
☐ M ☐ F ☐ X Birthdate mm____/ dd____/ yyyy____ Citizenship: ☐ U.S. ☐ Other _____
Home _____ Work _____ Cell _____
E-mail _____ Known Traveler Number (if you have one) _____

Passport Status: ☐ Current ☐ I do not have a passport ☐ My passport has expired. I am renewing.

Passport Number _____ Issue Date _____ Expiration Date _____
(MM / DD / YY) (MM / DD / YY)

Dietary Needs:

☐ Vegan ☐ Low Sodium ☐ Vegetarian ☐ Diabetic ☐ Gluten free ☐ Other _____

Food allergies: _____

Accessibility & Support Needs Please detail your medical/accessibility needs or support devices (e.g., hearing aids, allergies, mobility devices, CPAP water requirements, etc.) so we can best support you during your trip.

Mailing Address

Street Address _____
City _____ State _____ Zip _____

Emergency Contact - **IMPORTANT** someone NOT traveling with you.

Phone (____) _____

Accommodations

- ☐ Double occupancy. Roommate's name: _____
- ☐ Roommate not yet known ☐ Assistance needed finding a roommate I understand that if a roommate is not available, I will be responsible for the cost of single occupancy.
- ☐ Single occupancy (+ \$675 per person = \$5,440)

Optional Travel Protection

Witte Travel recommends that you purchase a travel protection plan to help protect you and your trip investment.

The per person premium for this travel protection is \$322*.

- ☐ I/we wish to purchase the travel protection at this time. Full payment of the plan cost is included with my deposit. I have read and understand the policy, which includes the full coverage term details, including exclusions and limitations.
- ☐ I/we wish to decline the travel protection at this time. I/we understand that travel protection can be purchased later, as long as it is done prior to making final payment on the tour.

*It may be necessary to increase the trip cost insured on the travel protection plan for participants who purchase additional services and/or upgrade their arrangements. This could increase the plan cost.

The full coverage terms and details, including limitations and exclusions, are contained in the insurance policy. To view/download the Policy based on your state of residence at: <http://policy.travelexinsurance.com/381ZA-0924>. Travelex Insurance Services, Inc CA Agency License #0D10209. Insurance coverage underwritten by Zurich American Insurance Company (NAIC #16535, state of domicile: New York), 1299 Zurich Way, Schaumburg, IL 60196. Coverages available to residents of U.S. States (excluding NY and WA) and the District of Columbia only. Certain coverages are not available in all states.

Travel Protection Information:

- This plan is not available to residents of NY and WA. Please contact us for other plan options.
- You can enroll in this plan when you register for the tour or at any time prior to making final payment on the tour.
- **The pre-existing medical condition exclusion is waived if you purchase within 21 days of your initial trip payment, provided all insureds are medically able to travel. This exclusion applies to You and Traveling Companions as well as traveling Family Members.**
- This travel protection plan is refundable during the 21-day (30 day for IN, NH, & UT residents) review period following the purchase of the plan; as long as you have not departed on your trip or plan to file a claim.
- For more information and an outline of the included benefits, see "Optional travel protection" in the Terms and Conditions of your tour brochure.
- Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. Please visit www.travelexinsurance.com/company/fraud-warning to view the state specific fraud warnings or call 844.858.9910.

Special Arrangements

Upon confirmation of your special arrangements, a nonrefundable service fee of \$75 per person will be added to your account along with any additional air or land costs that may apply.

Domestic Flight Connections from _____ to _____.

Special Air Arrangements: To spend additional time abroad, I/we would like to depart on _____ and return on _____. To request special land arrangements (car rentals, hotels, rail, etc.), include a note and we'll contact you.

Signature

I/we have read, understand and accept the terms and conditions as outlined in the tour brochure. I/we acknowledge receipt of information about Witte's Travel Protection Plan as well as the Price Increase Rules.

1. _____ Date _____

2. _____ Date _____

Note – Payment reminders will be emailed to Passenger #1. If no email is provided, payment reminders will be sent by U.S. mail.

Registration and deposits are due by December 4.

Return this form to Witte Travel & Tours
3250 28th Street SE
Grand Rapids, MI 49512

Enclose your deposit of \$2,000 per person. If you are purchasing Optional Travel Protection, add the full plan cost to your deposit.

CREDIT CARD/eCHECK PAYMENT FORM

OTTERBEIN UNIVERSITY: LONDON IN THE SPOTLIGHT

February 3 – 10, 2027

\$4,765 per person from Columbus
based on double occupancy

For office use only



wittetours.com
Fax: 616.957.9716

It is not secure to e-mail the credit card form.
Please fax or mail back.

Name of Passenger(s):

1. _____

2. _____

☐ eCheck Payment

Routing Number _____

Account Number _____

Name as it appears on bank account _____

(Please Print)

Checking Savings Investments Bank New York, NY 12345-0000		
FOR _____	Account Number _____	
1234567891	1234567899	0123
Routing Number		

☐ Credit Card Payment

Type of card: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Credit card number _____ Expiration date _____ Security code _____

Name as it appears on card _____

(Please Print)

Billing address of credit card (if other than on application):

Street Address _____

City _____ State _____ Zip _____

Billing phone _____ / _____

I authorize Witte Travel & Tours to charge this bank account/credit card per the payment schedule to register for this tour and, if chosen, the travel-protection premium. Remaining payments may be made by either going to bookings.wittetravel.com/login to pay via eCheck or credit card, by sending a check, or by calling 1/800-469-4883. For security reasons, we are unable to store your bank account/credit card information.

Cardholder's signature _____ Date _____

For office use only

Reservation ID _____

PAYMENT SCHEDULE:

Deposit of \$2,000 per person with Registration Form by December 4
Balance due approximately 30 days prior to departure