

October 11, 2011

Dear Fellow Travelers:

Southside Virginia Community College (SVCC) is going to visit the cities of Florence and Rome, Italy. The group will spend three days in Florence and six days in Rome, the capital of the mighty Roman Empire. We leave **March 1, 2012, and return March 11, 2012, for 11 exciting days**. Please read the itinerary regarding the details of the trip.

The cost of the trip is **\$2,603.40** per person, and is based on double occupancy with 30 paid passengers. **The airport taxes are subject to change depending on the economy and oil prices**. Therefore, you may have to pay more for the airport taxes if there is an increase. If you are traveling alone, the rate is **\$ 2,998.40**. For an additional \$56, you can purchase additional coverage to include **“trip cancellation without cause.”** The coverage allows you to cancel the trip for any reason up to two days prior to the departure date. However, this additional coverage only reimburses you 75 percent of the cost of the trip.

Everyone has to fly out of Raleigh/Durham International Airport (RDU) with the group. It is your responsibility to make arrangements for your connecting flights to and from RDU International Airport.

I will need a **\$1,300 down payment by October 31, 2011** and the remaining balance by **December 9**. **You can pay the full amount at any time before December 9. Make your check payable to Flo USA**. If you are paying with a credit card, please call Flo USA at 1-888-435-6872 ext 709 to process your payment.

Make a check payable to SVCC in the amount of \$200 to cover tips and late fees. All participants are required to pay these fees. The tip fee of \$100 pays for everything we do as a group (tip tour guide, bus driver, etc). The late fee of \$100 is used as a penalty for individuals who cause the group to be late for it scheduled appointment. If you are not late any time during the trip, you are reimbursed your \$100.

Each participant is required to make a \$50 or more tax deductible contribution to the SVCC International Scholarship Fund. Enclosed in this package is a pledge card for first time participants. **Make your check payable to the SVCC International Scholarship Fund.**

I have enclosed a copy of the itinerary, the Terms and Conditions, SVCC Travel Data Sheet, SVCC International Education Travel Agreement, SVCC Assumption of Risk, SVCC Study Abroad Policy and the Travel Insurance Policy. Please read all the documents, especially the Travel Insurance Policy, with great care before making a decision; and if you decide to go, please sign and return all forms in a timely manner. Please mail all forms including the SVCC Travel Data Sheet and your payment to:

Dr. Percy Richardson
Southside Virginia Community College
200 Daniel Road
Keysville, VA 23947

The trip to South Africa is being planned for the summer of 2012. If you are interested in the trip to South Africa, please let me know so I can mail you information about the trip in December.

Enclosed is a tentative list of countries SVCC plans to visit in the coming years. If you have questions, give me a call at 434.736.2089 or email me at percy.richardson@southside.edu.

Sincerely,

Percy Richardson, D.A.
Professor of Business and
Coordinator of International Education

Encl: