MONTRÉAL BREAK

NAME CHANGE REQUEST FORM

REQUIREMENTS

A name change is possible at the discretion of our suppliers. The responsibility to find a suitable replacement is yours alone. You cannot complete a name change with an existing traveller or anyone previously registered for this trip. The replacement will assume all details of the traveller's package [eg. price, supplements, etc.].

A NAME CHANGE REQUEST MUST MEET THE FOLLOWING REQUIREMENTS:

- ☑ To request a name change your account must be current and up to date.
- ☑ Completed Name Change Request Form

FEES AND RESTRICTIONS:

- The replacement is responsible for directly paying the current traveller the agreed upon funds to take over the package. Montréal Break does not take part in the exchange of fund between parties. **The current traveller will not be refunded by Montréal Break.**
- Fees may apply with external suppliers depending on the time name change request is placed.

TRAVELLER

SCHOOL OR GROUP NAME: _____

CUSTOMER ID: _____ **TRAVELLER NAME:** _____

IF YOU ARE UNDER THE AGE OF 18 YEARS, THIS FORM MUST BE SIGNED BY A PARENT/GUARDIAN

I, the above stated traveller, have decided not to travel on the Montréal Break package I had reserved. I have found a replacement stated below. I understand that I will receive a refund for all payments made to Montréal Break less the name change fee.

_____	_____	_____
Traveller Signature	**Parent/Guardian Signature (if under 18)**	**Date**

REPLACEMENT

SCHOOL OR GROUP NAME: _____

TRAVELLER FULL LEGAL NAME: _____

EMAIL ADDRESS: _____

TRAVELLER PHONE #: _____ **TRAVELLER D.O.B :** _____ **TRAVELLER GENDER:** _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN EMAIL ADDRESS: _____

PARENT/GUARDIAN PHONE #: _____

IF YOU ARE UNDER THE AGE OF 18 YEARS, THIS FORM MUST BE SIGNED BY A PARENT/GUARDIAN

I, the above stated replacement have decided to travel on the Montréal Break package reserved by the traveller stated above. I understand that I will take responsibility to make all necessary payments in place of the traveller.

_____	_____	_____
Traveller Signature	**Parent/Guardian Signature (if under 18)**	**Date**

EMAIL COMPLETED NAME CHANGE REQUEST FORM TO INFO@MTLBREAK.COM