



## Name Change & Transfer Agreement

Please follow the instructions below to ensure that your name change and/or transfer request is processed quickly and efficiently. Failure to make sure that all required criteria for a name change and/or transfer request is met will not only delay the process, but will not guarantee that the process has been completed.

### Transfer Requirements

**ALL of the following criteria must be met in order to complete a name change and/or trip transfer**

1. Only trips which are PAID IN FULL may be transferred to another traveler.
2. The new traveler must pay a \$50 deposit in order to receive the transferred funds.
3. The new traveler must fill out a trip application available in the "Tools & Forms" section of [www.swatup.com](http://www.swatup.com).
4. This transfer agreement must be signed and completed by the original traveler before the transfer is requested. Transfer requests without this form being submitted will not be approved.
5. The new traveler may not be someone who has already paid a deposit or made payments towards an existing reservation for the same trip.
6. Deposits are non-transferable and are non-refundable. Accordingly, all funds less the initial deposit paid towards the original traveler's trip are transferrable to the new traveler's account balance.
7. Transfers will not be permitted seven (7) days prior to the trip date. There are NO EXCEPTIONS.

### Transfer Agreement

I hereby notify SWAT (Summer Winter Action Tours) that I have authorized the following individual to take my place on the trip below. I affirm that all of the abovementioned criteria have been met. I understand that all monies paid towards my account balance (less the initial deposit) will be transferred to the new traveler's account. I understand that the new traveler must pay the current initial deposit amount as indicated on the SWAT website in order to receive the transferred funds and to have an account created for him or her. I understand that the new traveler will take my place in my assigned room (applicable only to transfers completed 10 days prior to the trip date) and I am aware that SWAT is not responsible for any rooming conflicts that may arise as a result to this name change and/or transfer request. I understand that any and all monies that I receive from the sale of my reservation for the trip indicated below are the product of a private transaction between me and the person that I am transferring my trip reservation to, and SWAT is in no way responsible for the payment of such monies. I understand that I will not receive a refund of any sort from SWAT and I agree to hold SWAT free and harmless from any and all financial disputes that may arise between me and the person that I am transferring my trip reservation to.

**Please complete the form below and submit it with the new traveler's trip application to SWAT**

Original Traveler Name \_\_\_\_\_ Trip \_\_\_\_\_ SWAT ID# \_\_\_\_\_

School \_\_\_\_\_ Original Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_

New Traveler Name \_\_\_\_\_ New Traveler Phone Number \_\_\_\_\_