



The Lawrence School, Sanawar

'Celebrating Excellence Since 1847'



Round Square Conference - Letter of Commitment

By signing below, I formally commit to my Schools' attendance at the Round Square Conference hosted by The Lawrence School, Sanawar for ages 11-13 taking place from 5th to 9th June 2023.

I understand that by signing this form I am securing the number of delegate places I have specified below and will therefore be charged by The Lawrence School, Sanawar for these places. I accept the Terms and Conditions of this Letter of Commitment, as specified on below and I confirm that I have read, and understand, the Terms and Conditions and the Cancellation Policy.

My details	
Name of School / College	
Name of main contact for this booking	
Email for correspondence relating to this conference	

My reservation	
Number of students (up to 6) at a delegate fee of INR 30,000/- per person	
Number of adults (up to 2) at a delegate fee of INR 30,000/- per person (includes stay at hotels)	

I confirm that the adult delegates that will participate from my school will take responsibility for Duty of Care of our students (in loco parentis) during their time at the Conference, for the duration of their trip.

I understand that Round Square's role in events and conferences that are organised and hosted by Member Schools under the Round Square brand is to (1) authorise use of the Round Square brand in association with the event (2) provide general guidance and (3) facilitate promotion of the conference or event to schools in the Round Square network.

I further understand and acknowledge that Round Square does not manage or run these events and conferences itself and therefore accepts no legal responsibility or liability for them. I understand that Round Square does not vet or monitor the arrangements made by the host schools and that I must check for myself and my delegation that the host school's arrangements will meet our needs.

Name	
Job title/ role	
Signature	
Date	



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RS Conference - Terms & Conditions

Delegate Fees (in Indian Rupees INR)

Student Delegates:	INR 30,000/- per delegate	Adult Delegates:	INR 30,000/- per delegate (includes stay at hotels)
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The price specified above includes:

- ✓ all meals throughout the duration of the conference
- ✓ all accommodation of student delegates on campus only throughout the duration of the conference
- ✓ all transport throughout the duration of the conference (including airport pick up and drop off)
- ✓ all visits and activities throughout the duration of the conference
- ✓ Stay of adult delegates in hotels (on sharing basis)

The price specified above does not include:

- ✗ travel to/from the point of arrival/departure
- ✗ enroute accommodation to/from the point of arrival/departure
- ✗ visas
- ✗ personal spending money (for souvenirs and extra drinks/snacks)
- ✗ personal equipment or
- ✗ any pre/post conference trips

Payment of Delegate Fees

Details of payment will be outlined on your Debit Note. You will be charged for the number of delegates you have indicated in this Letter of Commitment and payment will be required before the deadline specified on your Debit Note.

Cancellation Policy

By signing and returning the Letter of Commitment you will be formally committing to your school's attendance AND number of delegates at/to this conference. You will be charged for the number of delegates you have indicated on your Letter of Commitment and payment will be required before the outlined deadline on your Debit Note.

IF WE CANCEL: In the unlikely event that this conference is cancelled by The Lawrence School, Sanawar, a full refund of delegate fees will be issued. Any other non-refundable costs will be your school's responsibility. Please ensure that your insurance will cover this.

IF YOU CANCEL: Please note the cancellation dates below before sending your letter of commitment as we will be holding you to the numbers quoted. Please do not submit more than one letter of commitment as only the first letter we receive will be accepted. From that point onwards you must cancel any places that are no longer needed.

Kindly confirm your participation by March 20, 2023. Please do fill up this Letter of Commitment and send it to us by March 20, 2023 at rscsanawar2023@sanawar.edu.in

Any cancellations or alterations to your booking are subject to this cancellation schedule:

- Cancellations up until 25th April, 2023 will receive a 50% refund;
- After 25th April, 2023, no refunds will be issued.

If you need to cancel or amend your booking, please write to: Meenakshi Solomon rscsanawar2023@sanawar.edu.in