**NCETP_circle_logo_girl_1200ppi.tif********Transfer of Trip Ownership Form – Tour Operators**

This form records the transfer of the ‘ownership’ of a trip from one tour operator to another.

If a school is transferring multiple trips a separate form must to be completed for each trip (a trip may include multiple bookings at separate attractions).

Transfers can only be authorised by a school contact person associated with a trip in the Book Canberra Excursions (BCE) system, another appropriate school contact person, or the tour operator company which initiated the booking on behalf of a school.

The person transferring ownership should email this form to [Support@bookcanberraexcursions.com.au](mailto:Support@bookcanberraexcursions.com.au).

The National Capital Educational Tourism Project will transfer ownership within the BCE system and notify relevant attractions, school contacts and tour operators.

Please review booking confirmation information carefully.

I, (name), on behalf of (school), on (today’s date), authorise ownership of the trip described below to be transferred from one tour operator to another.

I have contacted the original trip contact person or another appropriate contact person to communicate my intention to undertake this transfer.

|  |  |
| --- | --- |
| BCE Trip Number |  |
| Start Date | DD/MM/YYYY |
| Start Time |  |
| School Group |  |
| # Students |  |
| # Teachers |  |
| # Adults |  |
| Booking Status | (Approved or Confirmed) |
| Original Contact Name |  |
| Original Tour Operator Company |  |
| Original Contact Details | email address and/or phone number |
| New Contact Name |  |
| New Tour Operator Company |  |
| New Contact Details | email address and/or phone number |
| Notes |  |