**NCETP_circle_logo_girl_1200ppi.tif****** **Transfer of Trip Ownership Form – School Contact to School Contact**

This form records the transfer of the ‘ownership’ of a trip from one School Contact person to another.

If a school contact person 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 system (BCE) system, or by another appropriate school contact person.

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 of this change.

Please review booking confirmation information carefully.

I, (Name), on behalf of (School), on (date), authorise custody of the trip described below to be transferred.

I have contacted the original trip contact person or an appropriate school 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 |  |
| BCE Booking Status | (Approved or Confirmed) |
| Original Contact Name |  |
| Original Contact Details | email address and/or phone number |
| New Contact Name |  |
| New Contact Details | email address and/or phone number |
| Tour Operator Company |  |
| Notes |  |