



Additional Information:

1. The confirmation letter indicates that the \$200.00 per person deposit is non-refundable and non-transferable. By way of example if you send a deposit for 15 people and only bring 13, BIOS will retain \$400.00. This deposit cannot be applied to the group account. Unfortunately groups are reserving space that they are not filling leaving us at the last minute with accommodations other groups could have used.
2. Although we endeavor to accommodate group requests, we **cannot** guarantee that we will be able to house the entire group in one building, especially with larger groups.
3. Please ensure the release and assumption of risk waiver, media release and health insurance waiver are copied for each student and signed by them. These waivers should be scanned as one group document and emailed back to: Jane.Burrows@bios.edu one month before arrival. No-one will be allowed to participate in activities unless the waivers have been received.
4. Ultimately groups are responsible for their own in-water safety, each group must have one "safety" person for every six people in the water. This person must be a good swimmer, comfortable with assisting anyone who may have problems. BIOS has several qualified staff who will be assigned, at cost, to groups who are unable to meet these safety requirements. Snorkel vests are provided and should be worn by all snorkelers who are not strong swimmers.
5. Group leaders **MUST** read the BIOS collecting policy (CEEP) included in this package, then sign and return the acknowledgement with your application; Your Group application cannot be processed until this is received. If you do plan to collect please submit the *Planned Form* two month prior to arrival to:
Bruce.William@bios.edu