

GROUP BOOKING PROCESS

ENQUIRY	
YOU	LTC
<p>Send us a group enquiry.</p> <p><u>What we need to know:</u> How many students, group leaders, ages, dates of stay, type of accommodation, leisure programme requirements, any transfers.</p>	<p>Paul Clark, Director LTC Eastbourne (paul@ltc-eastbourne.com) sends you a quotation / price estimate</p>
BOOKING	
YOU	LTC
<p>Ask For a reservation Agree the details</p> <p>Pay LTC a non-refundable 10% deposit to hold spaces, subject to agreement</p>	<p>Paul sends you a provisional confirmation</p> <p>Maria Bayne, Group/YL Operations Manager (maria@ltc-eastbourne.com) takes over and agrees Final programme details with you. Maria sends a deposit request and an invoice.</p>
ENROLMENT	
YOU	LTC
<p>Send us</p> <ul style="list-style-type: none"> • completed enrolment Form • medical consent Forms For students and group leaders with any medical conditions • pre-course academic questionnaire (not for summer groups) • group leader police checks (For agencies only, not direct bookings) and signed self-declaration Forms. • Completed "Acceptable Usage Policy" • arrival and departure details • social programme requirements or tell us what you have arranged yourself 	<p>Sends you</p> <ul style="list-style-type: none"> • visa letters, transfer and insurance confirmations if applicable • social programme / timetable of your stay • Final invoice (to be paid 3 weeks before arrival) • accommodation allocation



Your group arrives at LTC

WELCOME!

For quotations and reservations, your main contact is Paul Clark, Director paul@ltc-eastbourne.com.

Once you have made a reservation, your main contact before and after arrival is Maria Bayne, Group / YL Operations Manager (maria@ltc-eastbourne.com).

For further information, please see our pre-arrival guide for Group Leaders [here](#).