|  |  |
| --- | --- |
|  | KAGYU INSTITUTE FOR BUDDHIST STUDIES  G.P.O Box 3157, Dev Dhoka, Ward No 2, Kirtipur, Kathmandu, Nepal  Tel : 977-1-4331679 Email : [admin.kibs@gmail.com](mailto:admin.kibs@gmail.com), website : http://kirtipur.org |

##### TERMS & CONDITIONS

##### (For Pilgrimage To India & Nepal from 20 Dec 2014 to 1 Jan 2015)

# INTRODUCTION

This pilgrimage will be led by Ven Shangpa Rinpoche together with 21 monks (of which 17 monks are currently in the 3 years 3 months retreat. Traditionally, after completion of their retreat, the monks have to complete a pilgrimage as part of their first activity. We are blessed to have the auspicious condition for these retreat monks to join us in this pilgrimage; and they will be leading the group at each holy place to make aspirations and prayers for world peace and well being of everyone.

Participants are to read (if not able to, to have someone read and explain to them), understand & accept the following conditions. Karma Kagyud Buddhist Centre shall be known as “KKBC” and the Kagyu Institute Of Buddhist Studies shall be known as ‘KIBS’ in the conditions below.

# 1. APPLICATION PROCEDURES

Please submit the completed application form, together with a copy of your passport.

Every section in the application form must be completed (a nil return is necessary).

Please note that incomplete application form will delay the processing time.

All applications will be processed on a “first come, first served basis”.

# 2. PILGIMAGE PROPOSED ITINERARY & PROGRAMME

* Detailed teachings, lamp offerings and prayers led by Ven. Shangpa Rinpoche and Lamas at the holy sites (13 Holy Sites in India & Nepal - Lumbini, Bodhgaya, Sarnath, Kushinagar, Dungeswari Mahakala Cave, Rajgir, Nalanda, Vaisali, Kesaria, Shravasti, Sankasia, Boudhanath Stupa & Swayambhunath Stupa)
* Kagyu Monlam Closing Ceremony presided by H.H 17th Karmapa Thaye Dorje in Bodhgaya.
* Visit to Kagyu Institute For Buddhist Studies at Kirtipur with Ven Shangpa Rinpoche

# 3. TOUR COST & PAYMENT

The tour cost net SGD 1,750 twin sharing cover the cost of the Land Tour in India & Nepal as per the

itinerary. (please read clause 11).

Deposit of 50% of total cost is required upon issuance of Letter of Acceptance.

The remaining 50% payment is required two month prior to departure.

# 4. SPONSORSHIP FOR COST OF PILGRIMAGE OF THE RETREAT MONKS

Sponsorship to help to cover the cost of the pilgrimage for the 17 retreat monks will be required and any

amount of donation will be deeply appreciated. Please indicate on the registration form if you are able

to sponsor any amount.

# 5. Closing date

* **31ST July 2014** OR **when maximum number of participants is attained.**

# 6. Cancellation, Withdrawal & Refund

**.**

Cancellation or withdrawal from the trip must be given in writing to avoid misunderstanding. The following charges will apply accordingly:

|  |  |
| --- | --- |
| **Cancellation Notice** | **Charges per person** |
| More than 45 days prior to departure | 30% of Tour fare |
| 31 – 44 days prior to departure | 50% of Tour Fare |
| 8 – 30 days prior to departure | 75% of Tour Fare |
| Less then 7 days prior to departure | 100% of Tour Fare |

If somebody is replacing, the penalty will be waived. The amount of the charges is meant to recover any cost incurred as a result of the withdrawal and cancellation. The amount may be subjected to changes as a result of changes & requirements by the travel agency.

# 7. Loss of Baggage / Personal Belongings

The institute assumes no responsibility for any loss or damage to baggage or belongings (checked in or hand carried) whilst they are in the custody of the airlines, other transportation companies, accommodation suppliers, during their stay in the hotel inclusive those kept in the safe deposit box or the passenger.

# 8. Travel Documents

It is the passenger’s responsibility to obtain a valid international passport for at least 6 months beyond departure dates.

# 9. Extension / Deviation of stay / return flight

Extension of stay/deviation will be at passenger’s own expenses and transfer to airport will not be provided. Any alternation in routing or dates by passenger is solely at his/her own risk. KKBC, KIBS and its associated agents shall not be held responsible for any inconvenience caused and extra expense incurred.

# 10. Responsibilities

KKBC and KIBS will do the best to make the trip agreeable and memorable, please be aware that for places that we are travelling to, the transport and accommodation may be rudimentary at times and dietary choices may be limited. We ask that you be flexible and aware that modifications to the programme including delay to the commencement of the programmes or withdraw all the programmes altogether may be necessary due to changing circumstances beyond its control.

KKBC and KIBS is only co-ordinating & facilitating the tour for the Tour Agency/Company and shall not be held responsible for any charges, acts of discretion or inconvenience caused by the Tour Agency/Company. In no case shall KKBC and KIBS or their employees or agents be liable for any causes outside their reasonable control or from any act or omission of the customer.

Every person participating in any tour/pilgrimage co-ordinated & facilitated by KKBC and KIBS shall be regarded as doing so at his/her own risk with respect to loss or injury to person or property. The tour member accepts full responsibility for losses and expenses due to delay, sickness, weather, strikes, war, quarantine or acts of God or terrorism. Every tour member is to undergo his/her own medical check up to ensure he/she is medical fit for the trip and take out his/her own medical/travel insurance.

KKBC and KIBS shall not be held responsible for the deportation or refusal of entry by immigration authorities or tour members resulting from improper travel documents, possession of unlawful items or irregularities that may be caused to person or property. All proper travel documentations are the sole responsibilities of each individual passenger.

# 11. The fee and service excludes:

The tour cost net SGD 1,750 twin sharing cover the cost of the Land Tour in India & Nepal as per the itinerary. The tour cost covers the following:

  12 nights hotel accommodation on twin sharing basis

       Full meals (Breakfast, Lunch, Dinner)

       Entrance ticket & Boat charge at river Ganges

       Two bottles drinking water on coach daily

       Private AC Coach (45 seater) with driver

The tour cost excludes the following:

* Air tickets to India and from Nepal & Visa Fees for India & Nepal
* Any kind of personal expenses such as laundry, telephone calls, room service, beverages etc.
* Insurance cover & Medical of any kind.
* Any expenses caused by reasons beyond our control such as flight delays, rescheduling or cancellations, any accidents, medical evacuations, riots, strikes or any natural calamities etc
* Any tips and gratuities to tour guides, drivers, porters, hotel staff or people involved in the tour, any meals apart from the ones mentioned in itinerary.
* Airport taxes and any domestic flight charges
* Any personal offering or donation to the Sangha and temples.
* Camera fee, video fee.
* Others which not specified as above.

# 12. Insurance

All participants are encouraged to obtain comprehensive travel insurance for the duration of their travel and are aware of the risks associated with not having comprehensive travel insurance.

**13. For further information, please contact the administrator:** Telephone: 65-98150386 65 98348447/ email [admin.kibs@gmail.com](mailto:admin.kibs@gmail.com)

|  |  |
| --- | --- |
|  | KAGYU INSTITUTE FOR BUDDHIST STUDIES  G.P.O Box 3157, Dev Dhoka, Ward No 2, Kirtipur, Kathmandu, Nepal  Tel : 977-1-4331679 Email : [admin.kibs@gmail.com](mailto:admin.kibs@gmail.com), website : http://kirtipur.org |

##### APPLICATION FORM (2014)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| For Official Use Only: | |  | |  | |  |
| De |  |  | |  | |  |
| Receipt No: |  |  | |  | | Please attach one passport size photograph here. |
| Receipt Amount: |  |  | |  | |
| Received & Updated by: |  |  | |  | |
| Remarks: |  |  | |  | |
|  |  |  | |  | |
|  |  | |  | |  |  |

**PART A: PILGRIMAGE INFORMATION**

|  |  |
| --- | --- |
| |  | | --- | | Pilgrimage to India & Nepal – \*20 Dec 2014 to 1 Jan 2015)  *\*Organiser reserve the right to change date when deemed necessary* | |
| How did you get to know about this programme? (Please tick accordingly)  Website Brochures KKBC Newsletter Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sponsorship for pilgrimage cost for 17 monks. Any amount of donation is appreciated.  Yes Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PART B: PARTICULARS OF APPLICANT (USE CAPITAL LETTER)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Applicant (Underline family name)  (\*Mr/Ms/Mrs/Dr) \*delete as appropriate | | | | | | |
| Marital Status  Single  Married  Others | Nationality | | | Date of birth (DD/MM/YY) | Sex  Male  Female | |
| Occupation | | |
| Languages  Spoken: | | | | Written: | | |
| Passport Particulars | | | | | | |
| Passport No. | Country of Issue | | | Issue Date | Expiry Date | |
| Correspondence Address | | | | | | |
| Block | | Unit | Street | | | Building |
| City | | State | Country | | | Postal Code |
| Tel No. | | Fax No. | E-mail Address | | | |

# PART C: IN CASE OF EMERGENCY

|  |
| --- |
| In the event of emergency, the Institute can contact:  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# PART D: ACCOMODATION & MEALS

|  |
| --- |
| Room Type : [ ] TWIN SHARING  Please room me with : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meals : [ ] Vegetarian [ ] Non-Vegetarian |
| Other remark : |

PART E: MEDICAL CONDITION

|  |
| --- |
| Do you suffer from any pre-existing medical conditions [ ] YES [ ] NO    If yes, please specify (e.g. chronic conditions, allergies, disability, etc)    Do you take any medication regularly [ ] YES [ ] NO  If yes, please specify : |

Please take proper medical precautions such as bringing their own medication etc. We are unable to provide for the variety of dietary requirements e.g. diabetic, vegan, gluten intolerance therefore you may need to ensure you bring along food from your country that is suitable for your needs.

# PART F: DECLARATION & INDEMNITY

|  |
| --- |
| I hereby apply for the pilgrimage as indicated in this form. I declare that all information given is true and complete in every respect. I agree to abide by the terms and conditions indicated below as well as any other decisions made by the Singapore Karma Kagyud Buddhist Centre (KKBC) and the Kagyu Institute for Buddhist Studies (KIBS) in relation to the program. I shall not hold the KKBC and KIBS liable for any damage sustained to body, life and/or property or damages incurred howsoever caused arising (in contract, torts or otherwise) from my participation in the pilgrimage tour and programme coordinated/facilitated by KKBC and KIBS.  I will arrange for my own comprehensive travel insurance. I am aware of the risk of not obtaining comprehensive travel insurance.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Applicant Date |

Please email form: The Administrator at  [admin.kibs@gmail.com](mailto:%20admin.kibs@gmail.com)