

The PZSC Travel Office has updated its cancellation policy due to an increase in cancellations. Please take note of the following changes regarding day trip cancellations:

1. All cancellations are accepted up to 45 days before the travel date. However, any prepaid expenses will be deducted from the refund amount.
2. If you need to cancel your reservation, please inform the Travel Manager in writing via letter, email, or phone.
3. If there is a waitlist available, the Travel Manager or another staff member will try to secure a substitute for your spot.
4. A refund will be issued to the person canceling, with a service fee of \$20.00 for all motorcoach travel and \$10.00 for minibus travel deducted from the refund amount.
5. If a substitute is unavailable and you cancel within the 45-day period, no refund will be issued.
6. In case of emergencies, a refund may be allowed with the approval of the Executive Director.

We hope this updated policy will help you better understand our cancellation process and make your travels with us more enjoyable.