# **Casa Verde/Soltis Center for Research and Education**

#  **Group Activities and Price Estimate**

This form is updated annually – check date on the bottom of this form to ensure you are using the most updated version. Form should be completed by the Coordinator for the Group.

Today’s Date: Click here to enter a date.

**Arrival Information:**

* The group will arrive in the Costa Rican city of Click here to enter text. on Click here to enter a date. and will depart from the Costa Rican city of Click here to enter text. on Click here to enter a date.

Please check the applicable box below:

[ ]  Our group will require airport pickup in San Jose and transportation to the Soltis Center

[ ]  Our group will require transportation from the Soltis Center to the San Jose Airport

[ ]  Our group will not need transportation to or from the Soltis Center from the San Jose Airport

* The group plans to arrive at the Soltis Center on Click here to enter a date. The group plans to depart from the Soltis Center on Click here to enter a date.

## **Approximate Group Size:** Students Click here to enter text.

## Faculty/group leaders/chaperones Click here to enter text.

**Group Coordinator:**

* **Name of Coordinator:** Click here to enter text.
* **Coordinator Title and Office/Department:**
* **Telephone number of Coordinator:** Click here to enter text.
* **E-mail address of Coordinator:** Click here to enter text.

**If there is more than one coordinator for this group, the above will be the main point of contact for this group with the Soltis Center.**

## **All Quoted Rates in this document are in US$ and do not include the 13% Value Added Tax (VAT) required by Costa Rican law. VAT will be included 1) on the detailed group itinerary showing total costs and 2) invoices that finalize the price for the group. Please calculate all group costs with VAT when advertising the trip to participants.**

**Soltis Center Fee Schedule:**

* **Standard Services --** $67/night (full fall or spring semester - long program) OR $72/night (field trips, short fall/spring programs, or summer programs). This includes
* Bed and board (3 meals a day for meals served at the Center): shared rooms with single beds (participants) or single rooms (Group Coordinators), weekly change of linens, and hot showers/bathrooms in each bungalow
* 1 half-day guided walk through the Center’s forest
* Introductory talk (onsite orientation, history and mission, overview of facilities and resources, safety issues, introduction of staff)
* Access to classrooms, video conference room, and laboratories
* High Speed internet Wi-Fi connection
* Faculty lounge for academic groups
* Lab space and workbenches and desks for instructors and researchers

## **Incidental Expenses:**

* **Laundry Services:** per load of laundry (approximately 20 lbs. wet) -- $10 per load, may be arranged on site. Similar cost to do laundry in local community
* **Guide Services:** service of a bilingual guide who will go off the Soltis site into Costa Rica

$75 – half day service, for activities not included in the packages below.

$150 – full day service, for activities not included in the packages below.

Note: An invoice for incidental expenses not covered in group packages below will be presented to the Group Coordinator prior to the Group’s departure and payment is due immediately via credit card.

**Optional Services inside Costa Rica –** arranged at the request of Group Coordinator and booked at the cost of the vendor. For any such services not already included in the package (see below), the Soltis Center will charge 15% of the cost of the service before VAT is added to make these arrangements on behalf of a group. Please mark an X by any you believe you will need. Any additional Optional Services inside Costa Rica requested after this agreement is signed will be invoiced separately and payment is due immediately via credit card.

## **Estimated Group Program Costs (includes VAT):**

Please check one box below that most closely represents your anticipated program needs if you are bringing a group to the Soltis Center. After signing this agreement, a more detailed program itinerary will be created for your specific group. Group packages below include all standard services, meals and housing at the Soltis Center, and airport pickup/drop-off, for each person and a set number of excursions (meals are not included on excursions). An excursion is defined as a bus leaving from and returning to the Soltis Center or from another location back to the Soltis Center with a guide. All prices are in US dollars. Participants are encouraged to bring extra money for personal expenses, laundry, and meals outside the Soltis Center.

[ ]  **1 week** and 4 local excursions (two half day and two full day) for the number of people below. Base Price is guided by the size of busses.

[ ]  5 people base price: $7,100 (+$1,420/each for additional person up to 9)

[ ]  10 people base price: $12,920 (+$1,292/each for additional person up to 17)

[ ]  18 people base price: $20,910 (+$1,162/each for additional person up to 26)

[ ]  **2 weeks** and 6 local excursions (3 half day excursions and 3 full day excursions) for the number of people below. Base Price is guided by the size of busses.

[ ]  5 people base price: $15,500 (+$3,100/each for additional person up to 9)

[ ]  10 people base price: $27,500 (+$2,750/each for additional person up to 17)

[ ]  18 people base price: $44,900 (+$2,494/each for additional person up to 26)

[ ]  **4 weeks** and 8 local excursions (4 half day excursions and 4 full day excursions) for the number of people below. Base Price is guided by the size of busses.

[ ]  5 people base price: $23,050 (+$4,610/each for additional person up to 9)

[ ]  10 people base price: $43,100 (+$4,310/each for additional person up to 17)

[ ]  18 people base price: $72,900 (+$4050/each for additional person up to 26)

[ ]  **Fall or spring semester** at the Soltis Center (12 – 13 weeks with additional extended field trips away from the Soltis Center). These programs are created one on one with a group leader and the final cost will be figured based on the actual itinerary agreed upon. However, the Soltis Center costs for such programs typically range from $8,500 to $12,000 per person (range depends on types of ½ day or full day excursions selected), with a maximum 14 students (2 per room) with faculty. Note: Typical Costa Rican tourist visas only cover 90 consecutive days in the country , so these long group programs typically leave the country for a period, and those costs are not included in the price range above.

## **Group Responsibilities**

1. **The Soltis Center:**
	1. is available to the students, faculty, researchers, and staff who are officially participating in the group program coordinated by the Group Coordinator. All participants have access to the forests (per guidelines in 1.c below), facilities, and general physical resources of the Soltis Center, including library, laboratories, meeting rooms, cafeteria, and cabins. Other organizations and institutions may also use the facility before, during, and after the dates the program/group takes place; however, The Soltis Center will reserve several spaces as requested. The group will not have exclusive use of the facility.
	2. agrees to provide bungalow-style accommodations (the two bunk beds/accommodations, 4 individual beds), with bedding (sheets, blanket, and pillow), individual closet space, showers, three meals (breakfast, lunch, and dinner) per day, use of facilities and forests, public computers when available, classrooms/meeting room/laboratory, welcome orientation talk, and half day guided walk into the forest, and wireless internet. First aid kits and walkie talkie radios are also available upon request. “The group may arrive at 2 pm the day of arrival and check-out by 1 pm on the day of departure.
	3. provide a copy of the Soltis Center policies and procedure manual, rules, safety procedures to all group participants. This outlines The Soltis Center’s expectation regarding conduct, emergencies, risk management, lab management and safety procedures. The “coordinator(s)” will have primary responsibility for ensuring that all participants abide by these rules.

**2. Group Coordinator**

1. is responsible for providing and coordinating pre-departure advising and enrollment services, local and international travel arrangements, international traveler’s medical insurance, emergency services, cultural excursions, and activities, and collecting all applicable fees from participants and remitting payments to The Soltis Center according to the payment terms below.
2. will provide at least one (1) faculty/group coordinator (“coordinator”) for every fifteen (15) group members. This “coordinator” is expected to be always with the group and handle academic coursework, coordinate field activities/trips, and assist The Soltis Center staff with any student emergency. A third “coordinator” will be required if enrollment reaches thirty-five (35). “Coordinators” will be charged the same fees as other participants while at the Soltis Center.
3. will obtain necessary research permits from Costa Rican authorities before arriving and provide a copy to the Soltis Center.
4. will adhere to all deadlines and payment processes described in this document.

## **Payment and Information Timeline for Contracted Services Described in this document: (all dates rely on the start date listed on this document)**

* 90 days prior to the start date –
	+ The Group Coordinator sends an email to the Soltis Center director confirming that the group will arrive as planned.
	+ The Soltis Center Director will send the first Invoice for 50% of the total fees to be paid by wire transfer in US dollars within 30 days.
* 60 days prior to the start date
	+ the Group Coordinator will provide the following information:
		- Final Number of Students
		- Gender Breakdown
		- Student Information, if needed at this time
	+ Payment is due from the Group Coordinator for the first 50% of the total fees.
	+ The Soltis Center Director will send a second invoice for remaining balance to be paid by wire transfer in US dollars within 30 days.
* 30 Days prior to the start date, all payments must be received.

## **Program Cancelation Policy:**

* There is no cancellation fee if the Group Coordinator cancels the group program reservation on or before three months (90 days) before the program start date.
* It the entire group program cancels its reservation 90– 60 days before arrival, the group program will forfeit 25% of the total package amount due plus any non-recoverable expenses incurred by the Soltis Center on behalf of the group program.
* If the entire group program cancels its reservation 31-59 days before arrival, the
group program will forfeit 50% of total package amount due plus any non-recoverable expenses incurred by the Soltis Center on behalf of the group program.
* If the group program cancels its reservation 1-30 days before arrival, it will forfeit 100 percent of the total package amount due.

## **Student Withdrawal Policy:**

* No fees are refundable if notification of student withdrawal is 30 days or fewer before the start of the program.
* If notification of student withdrawal occurs prior to 30 days before the start of the program, the student will be responsible for any unrecoverable expenses. Unrecoverable expenses will be calculated by the Soltis Center for any students withdrawing.

## **Policy on COVID-19 Vaccination:**

The Soltis Center urges all participants to obtain COVID 19 vaccinations prior to participation in the program. Regardless of vaccination status, all participants are subject to the Costa Rican regulations related to COVID 19. Please verify the status at these websites. (<https://www.visitcostarica.com/en>; <https://www.ministeriodesalud.go.cr/>).

## **COVID-19 Quarantine Costs:**

Should a TAMU student or Group Coordinator be unable to isolate or quarantine in their program accommodations, they are subject to local rates of other accommodations, meals, and other related charges. If isolated at the Soltis Center costs will be the same as for a program, but the Soltis Center’s COVID 19 protocols must be followed.

## **Payment Method:**

* Program fees will be remitted in US DOLLARS to the Soltis Center’s Costa Rican Bank account:
* Beneficiary Account Name: Casa Verde Research Center, S.A.
* Bank Name: Banco National de Costa Rica SWIFT: BNCRCRSJ
* US Dollars Account Number: 100‐02‐000‐620476‐5 (US Dollars)
* IBAN Account Number: CR75 0151 0001 0026 2047 62
* Please reference the invoice number on all payments and send an e-mail of notification of your payment to Vivian Zamora (vivian.zamora.soltis@tamu.edu) or e-facturas.casaverde@tamu.edu.

For question on the invoice itself, please Coordinator Johan Rodriguez at johan\_r2z@tamu.edu or +506.2461.9890.

**My signature below indicates that I have read and understand the policies and deadlines and agree to adhere to them. I further agree that I have read and understand the US dollar prices listed in this document and that the Soltis Center US dollar prices listed in this form will apply to the program identified in this form and that other vendor costs are subject to change. I understand that it is in our best interests to estimate the number of participants as accurately as possible. I also understand that final US dollar prices for all program activities will be provided in a subsequent program itinerary that will be agreed to by both parties. This final itinerary may change the estimated costs upward or downward depending on participant numbers, vendors used, and program elements chosen. I further confirm that I have the authority to sign this agreement on behalf of my organization.**

**The Soltis Center Name of Organization:** Click here to enter text.

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: Dr. Eugenio Gonzalez** **Name of Person Signing:** Click here to enter text.

**Title: Director**  **Title:** Click here to enter text.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  \*If this document is signed electronically, check this box to indicate that the electronic signature constitutes a valid signature for the Faculty/Group Coordinator