



# St. Constantine's INTERNATIONAL SCHOOL

## RS Conference - Letter of Commitment

By signing below, I formally commit to my school's attendance at the Round Square Conference hosted by St. Constantine's International School in Arusha, Tanzania, for ages 10 – 12, taking place from 1st June 2026 to Friday 5th June 2026.

I understand that by signing this form, I am securing the number of delegate places I have specified below and will therefore be invoiced by St. Constantine's International School for these places. I accept the Terms and Conditions of this Letter of Commitment, as specified below, and I confirm that I have read and understand the Terms and Conditions and the Cancellation Policy.

The deadline for submitting the Letter of Commitment and registering your school is the 1st of March, 2026.

My details	
Name of School / College	
Name of main contact for this booking	
Email for correspondence relating to this conference	

My reservation	
Number of students (up to 6) at a delegate fee of USD 700 per person	
Number of adults ( <b>minimum of 2</b> ) at a delegate fee of USD 750 per person <i>(Please note that for safeguarding reasons, two members of staff MUST accompany the delegation regardless of the delegation size.)</i>	

I confirm that the adult delegates who will participate from my school will take responsibility for the Duty of Care of our students (in loco parentis) during their time at the Conference, for the duration of their trip.

*I understand that Round Square's role in events and conferences that are organised and hosted by Member Schools under the Round Square brand is to (1) authorise use of the Round Square brand in association with the event, (2) provide general guidance, and (3) facilitate promotion of the conference or event to schools in the Round Square network.*

*I further understand and acknowledge that Round Square does not manage or run these events and conferences itself and therefore accepts no legal responsibility or liability for them. I understand that Round Square does not vet or monitor the arrangements made by the host schools and that I must check for myself and my delegation that the host school's arrangements will meet our needs.*

Name	
Job title/ role	
Signature	
Date	

# RS Conference - Terms & Conditions

## Delegate Fees (in USD)

Student Delegates:	USD 700	Adult Delegates:	USD 750
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The price specified above includes:

- ✓ all meals throughout the duration of the conference
- ✓ all accommodation throughout the duration of the conference
- ✓ all transport throughout the duration of the conference (including airport pick up and drop off)
- ✓ all visits and activities throughout the duration of the conference

The price specified above does not include:

- travel to/from the point of arrival/departure
- en route accommodation to/from the point of arrival/departure
- visas
- personal spending money (for souvenirs and extra drinks/snacks)
- personal equipment or
- any pre-/post-conference trips

## Payment of Delegate Fees

Details for payment will be outlined on your invoice. You will be charged for the number of delegates you have indicated in this Letter of Commitment, and payment will be required before the deadline specified on your invoice.

## Cancellation Policy

By signing and returning the Letter of Commitment, you will be formally committing to your school's attendance AND the number of delegates at this conference. You will be charged for the number of delegates you have indicated on your Letter of Commitment, and payment will be required before the outlined deadline on your invoice.

**IF WE CANCEL:** In the unlikely event that this conference is cancelled by St. Constantine's International School, a full refund of delegate fees will be issued. Any other non-refundable costs will be the school's responsibility. Please ensure that your insurance will cover this.

**IF YOU CANCEL:** Please note the cancellation dates below before sending your letter of commitment, as we will be holding you to the numbers quoted. Please do not submit more than one letter of commitment, as only the first letter we receive will be accepted. From that point onwards, you must cancel any places that are no longer needed.

Any cancellations or alterations to your booking are subject to this cancellation schedule:

- Cancellations until 1st March 2026 will receive a full refund;
- Cancellations between 2nd March 2026 and 31st March 2026 will receive a 50% refund;
- Cancellations between 1st April 2026 and 30th April 2026 will receive a 25% refund;
- No refund will be given from the 1<sup>st</sup> May 2026 onwards.

If you need to cancel or amend your booking, please write to **the St. Constantine's International School Primary School Round Square Coordinator, Ms Zahrina Kolah and her team at [rsconference2025@scis.sc.tz](mailto:rsconference2025@scis.sc.tz)**.