


**EXHIBIT B4  
6-4-13**

# Memo

**To:** Dr. Thomas Kingston  
**From:** Colleen Foley and Daniel Richards   
**CC:** Janice Darias  
**Date:** May 10, 2013  
**Re:** Trip to Spain for Spanish students- April 2014

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**Please see attached proposal for a trip to Spain for Spanish students.**

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## Proposal for Spain Trip

<b>Destination:</b>	Spain, Madrid, Zaragoza, and Barcelona
<b>Dates:</b>	April 17-26, 2014 (departing after school on 4/17/14) <i>April vacation is April 19-27</i>
<b>Educational Rationale:</b>	This is a unique opportunity for students studying Spanish to visit Spain and be immersed in the language they have been studying throughout their high school career. The students will experience first hand the culture of Spain through visits to historical sites, shows, and museums. The group will also visit a local elementary and high school to interact with students.
<b>Number of participants:</b>	20-25 (Students must be enrolled in Spanish 4, Spanish 4 Honors, Spanish 5 or AP Spanish.)
<b>Trip Leader:</b>	Trip leader: Adrienne Talamas Additional chaperones: 1-2  <b>Itinerary:</b> The group will fly to Madrid where they will begin the trip. There will be day trips from Madrid to surrounding cities. The students will then travel to Zaragoza for one night while en route to Barcelona. When the group arrived in Barcelona they will visit important cultural sites.
<b>Projected Costs:</b>	The trip is being organized by World Cultural Tours in Uxbridge, MA. The price includes flights, in-country transportation, food, lodging, entrance fees, and the cost of the chaperones. Estimated cost: \$3,299. There will be one full scholarship available to a student in need of financial assistance.

# Join Belmont High School Spanish Language and Culture Study Program to Experience...



Madrid  
Toledo  
Segovia  
Zaragoza  
Barcelona

*Daily Itinerary (subject to change):*

## Day 1: Depart USA

We depart the USA today on our overnight flight to Madrid, Spain.

## Day 2: Arrive Madrid

In route to the hotel we will have an introductory tour of Madrid. Our hotel is centrally located so that we are in walking distance to many cultural sights and have easy subway access to other spots that we will visit. Post check-in there will be a period to settle in, relax, etc. In the early afternoon we will tour the luxurious Palacio Real de Madrid, the official residence of the King of Spain. The palace was constructed over the years of 1738 to 1755, by King Philip V, atop the site of the original 9<sup>th</sup> century fortress. In the evening, we have a welcome dinner together as a group at the hotel after which we will have free time at the magnificent Plaza Mayor, a historic plaza which dates back to 1576 and has been the location of events ranging from markets, celebrations to public executions and bullfights. Today it is a breath taking square where people socialize in outdoor cafes.

*(D) Hotel Claridge or similar*

## Day 3: Madrid - Toledo - Madrid

Late morning we depart for a guided excursion to Toledo where we will spend the afternoon. Once the capital of the former Spanish Empire, Toledo is well-known as the religious center of the country and the seat of the Primate of Spain. After time for lunch we will tour the city with visits to the Church of Saint John of the Kings, a richly designed Gothic cathedral and the Iglesia de Santo Tome, built in the Mudejar style and housing the famous *Burial of Count Orgaz* by El Greco. We will have free time to explore the city before returning to Madrid in the late afternoon. We will spend the evening at El Parque de Atracciones de Madrid (an amusement park).

*(B) Hotel Claridge or similar*

## Day 4: Madrid

Late morning we visit El Rastro, one of Europe's largest open-air markets, which is hosted every Sunday in the center of a historic area of Madrid. The market offers a variety of goods ranging from collectibles and antiques to clothing and crafts. We will have some free time for shopping, exercising etc. before we attend a bullfight in the late afternoon (subject to availability).

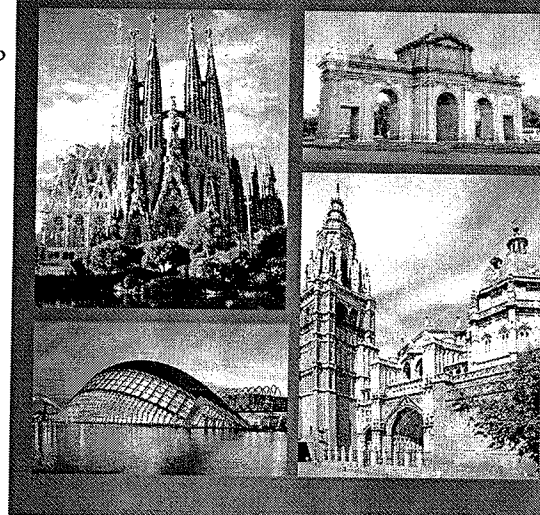
*(B) Hotel Claridge or similar*

*April 17 - 26, 2014*

## 10-Day Tour Includes:

- ◆ Roundtrip Airfare
- ◆ 8 Nights Accommodation
- ◆ Luxury Motor Coach per Itinerary
- ◆ Tour Manager Throughout
- ◆ Breakfast Daily
- ◆ Welcome Dinner
- ◆ Farewell Dinner
- ◆ Sightseeing Per Itinerary
- ◆ Air Taxes Up To \$400
- ◆ Standard A+ Travel Insurance

**\$3,299 P/P Triple Occ.**  
(Plus Air Taxes Exceeding \$400,  
Pending Air Confirmation)



## Day 5: Madrid - Segovia - Madrid

In the morning we will visit a local high school for a chance to attend a class, interact with Spanish students, and observe the Spanish educational system (subject to confirmation). In the afternoon, we travel north of Madrid to Segovia, a small historic city where Isabella I was proclaimed queen of Castile in the church of San Miguel de Segovia on December 13, 1474. Our guided tour of the city includes a visit to the Alcazar, the beautiful royal castle dating back to the 12<sup>th</sup> century and the site where Isabella first met Ferdinand. Following our visit to El Alcazar we will have free time in the city center where you will see its famous aqueduct. We return to Madrid in the evening.

(B) *Hotel Claridge or similar*

## Day 6: Madrid

In the morning we will visit a local primary school for the opportunity to interact with younger students (subject to confirmation). In the afternoon we enjoy a guided visit to the Museo del Prado, which hosts one of the finest art collections in the world. Starting as a royal collection and enhanced by the Habsburgs and the Bourbons, the museum now has over 7,000 paintings highlighting both Spanish masters such as Goya and Velazquez as well as Italian masters like Raphael and Botticelli. We will close our visit to Madrid and its surroundings with a Flamenco Show at Florida Park (subject to confirmation), where we will have the opportunity to observe up close this dance form that has its roots in Southern Spain.

(B) *Hotel Claridge or similar*

## Day 7: Madrid - Zaragoza

In the morning we depart Madrid by coach bus for Zaragoza, situated on the Ebro River and once the capital of the Kingdom of Aragon. In Zaragoza we will have a guided tour of the city, including a visit to La Seo del Salvador, a Gothic-Mudejar church built between 1380 and 1550. We continue to the Palacio de la Aljaferia, one of the most important Moorish buildings in northern Spain and the setting for Giuseppe Verdi's opera, *Il Trovatore*. In the afternoon we bike through the famous Parque Grande Jose Antonio Labordeta. In the evening we will have free time in the historic district of Zaragoza.

(B) *Hotel Catalonia El Pilar or similar*

## Day 8: Zaragoza - Barcelona

This morning we depart Zaragoza for Barcelona. Barcelona is a unique blend of contemporary and ancient cultures as evidenced by the Romanesque structures that abound in the old quarters and the city's worldwide acclaim for its surprising and daring modern architecture. In the afternoon we visit the Joan Miró Museum and the Parc Güell, an urban park on Carrer d'Olot, designed by the famous architect, Antoni Gaudí. In the evening we will have free time in The Rambla, the iconic tree-lined shopping street in the center of the city.

(B) *Hotel Front Maritim or similar*

## Day 9: Barcelona

This morning we visit The Museu Picasso de Barcelona, housing one of the most extensive collections of artwork by Pablo Picasso. In the afternoon we will visit Gaudí's Casa Batlló well known for its unique and remarkable design. We will have free time in El Barrio Gotico, the expansive Gothic Quarter in the old city. We will celebrate the close of our language and culture exploration throughout Spain with dinner together at a local restaurant.

(B, D) *Hotel Front Maritim or similar*

## Day 10: Depart Barcelona - Arrive USA

Following breakfast, we transfer to the airport for our return flight home to the USA. (B)

### TERMS & CONDITIONS

**RESPONSIBILITY:** A VALID PASSPORT IS REQUIRED FOR ALL INTERNATIONAL TRAVELERS and must be valid at least six months after your tour return date. Please note that passport cards are not considered valid for international travel. For domestic travel within the continental USA, a passport is not required for US Citizens, however an unexpired form of local or federal government-issued photo ID (passport, driver's license, military ID) is required for all adult passengers (18 and over). • Please send - with each deposit and registration form - a copy of each registrant's passport (or government-issued photo ID for domestic tours), if applicable. **A TRAVEL VISA MAY BE REQUIRED FOR NON-US CITIZENS (TRAVELERS WITHOUT AN AMERICAN PASSPORT)**, who are traveling internationally. It is the responsibility of the traveler to contact the embassy of any countries that will be visited during the tour (including countries visited during flight layovers) to determine whether a travel visa is required, and for further information about the application process. Any visas must be obtained at the sole responsibility of the individual traveler. If you need a travel visa, World Cultural Tours (WCT) requires that you submit written verification that a visa has been obtained or a photocopy of your visa, no later than 15 days prior to the departure date of your tour. • World Cultural Tours (WCT) and other participating affiliates act solely as agents in arranging transportation, hotel accommodations, and other services. We do not assume, and in fact, we expressly disclaim, any liability for injury, damage, loss, accident, consequences resulting from cancellations and/or delays including, but not limited to, schedule changes, strikes, war, political conflict, riots, inclement weather or acts of God. Likewise, we assume no liability for any act, negligence or default of tour guides, including their agents and employees, or any company or person engaged in the transport of passengers, rendering of any service, or conducting arrangements for any tour. WCT reserves the right to cancel any tour due to insufficient participation. Furthermore, WCT reserves the right, at our sole discretion, to modify any itinerary or arrangements based on unprecedented situations that may arise. In the event modifications should become necessary, alterations may be made without penalty to the operator; additional costs, if any, shall be incurred by the traveler. • All registrants are invoiced with single occupancy rates if no roommate is specified. We will adjust rooming lists & invoices accordingly upon written notification of roommate preferences. It is the responsibility of the individual traveler to find a roommate, or group organizer to match unpaired individuals.

**DEVIATION:** If any passenger wishes to deviate from the group by extending their tour or by making any alterations to the included group travel arrangements, please visit [www.worldculturaltours.com](http://www.worldculturaltours.com) to submit a Deviation Request through our Contact Us page or by emailing [CustomerService@WorldCulturalTours.com](mailto:CustomerService@WorldCulturalTours.com). Include as much information as possible in each request. A non-refundable deviation administration fee (\$150 P/P) applies, plus any additional fees charged by the airline, and may be submitted online at [www.worldculturaltours.com](http://www.worldculturaltours.com) no later than 75 days prior to departure. A Tour Consultant will contact you, therefore it is important to include telephone and/or email information. **LAND-ONLY ARRANGEMENTS:** If you plan on making your own air arrangements, you must notify World Cultural Tours in writing, no later than 91 days prior to departure. All travelers are responsible for any travel arrangements not included in the tour program, including round trip arrival and departure transfers and any arrangements necessary to join the group at their first hotel accommodation. Your final invoice will reflect any applicable adjustments to the tour price.

**INSURANCE: STANDARD A+ TRAVEL INSURANCE IS INCLUDED IN YOUR TOUR**, which provides for post-departure trip coverage. We are happy to provide information about this insurance plan at your request. Please review the information carefully to understand coverage. Please note that this program does not include coverage for pre-departure trip cancellation, however, you may be able to purchase additional travel insurance coverage that would include cancellation insurance for an additional cost. Please contact your group organizer for further information.

**TOUR PRICES:** All tour prices are based on costs, charges & exchange rates known at time of booking. In case of currency fluctuations (if applicable) of more than 3% WCT reserves the right to adjust the tour price accordingly. Any domestic and/or international residency taxes, departure or arrival taxes, security charges and other types of air or airport or port taxes or any other surcharges not included in the tour price will be the responsibility of each passenger. • Our preferred method of payment is in the form of a check; however, online individual payments can be made, using an electronic check with Intuit or using a credit card, through our website, [www.worldculturaltours.com](http://www.worldculturaltours.com). A non-refundable convenience fee of \$30 will be assessed, per transaction, for all credit card payments. A \$50 Returned Check Fee will be assessed for each returned check. • A single check or credit card payment may be made for multiple registrants.

**CANCELLATION POLICY:** Cancellations are effective on the date notification is received in writing. You may submit cancellation notices to the following email address: [Accounting@WorldCulturalTours.com](mailto:Accounting@WorldCulturalTours.com) • Any unused tour portions are non-refundable and any costs of services received while traveling are non-refundable. Up to 91 days prior to departure, full refund less a \$150 administration fee will be made. After that period, additional cancellation fees will be assessed as follows:

90-61 days prior to departure - loss of deposit  
45-31 days prior to departure - 50% of total tour price is forfeited

60-46 days prior to departure - 35% of total tour price is forfeited  
30-0 days prior to departure - 100% of total tour price is forfeited

Brought to you by *World Cultural Tours* 2002 Eastwood Rd., Ste. 306 Wilmington, NC 28403/PO Box 246, Whitinsville, MA 01588

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