

## Important Information & Terms and Conditions for Israel Machane 5780/2020

**Dates - 5<sup>th</sup>/6<sup>th</sup> – 28<sup>th</sup> July 2020**

### Payment Details

The full price of Israel Machane is **£3,480**. This includes the compulsory pre-Israel Machane Orientation Day. A deposit of £500 must be paid to register your child, with the final balance due on **Wednesday 1<sup>st</sup> April 2020**. If your balance of payment is not paid by these dates, you may jeopardise your child's place on Israel Machane.

All applicants must have Mas Chaver 5780, Bnei Akiva's annual seasonal membership. This is £53 for single membership or £95 for 2 or more children.

Here are the various options of payment:

- A deposit of £500 + Mas Chaver, (if not yet paid for 5780) should be paid when registering, and the full amount paid by **Wednesday 1<sup>st</sup> April**.
- From the time of applying for a place on Israel Machane, a payment plan by arrangement can be set up with Bnei Akiva to run from December until **Wednesday 1<sup>st</sup> April** spreading the payments over five months. If you would like to set up a standing order, please contact Lorraine on ext.8 or [lorraine@bauk.org](mailto:lorraine@bauk.org).
- If you are not applying for a bursary but may have difficulty in meeting the payment deadlines please contact Lorraine on ext. 8 or [lorraine@bauk.org](mailto:lorraine@bauk.org) no later than **Friday 31<sup>st</sup> January**.
- If you would like to pay by credit or debit card, please call the office and speak to either Lorraine (ext. 8, [lorraine@bauk.org](mailto:lorraine@bauk.org)) or Ruth (ext. 7, [welfare@bauk.org](mailto:welfare@bauk.org)). You may also pay by BACS (HSBC, Account No: 83663299, Sort code 40-04-37).

**Until your deposit has been paid your place on Israel Machane will not be reserved.**

**Your child will only be able to participate on Israel Machane if full payment has been received by the deadline dates.**

If you are requesting financial assistance, it is strongly recommended that you also set up a regular payment plan from December. Please phone the office and speak to Lorraine (ext. 8, [lorraine@bauk.org](mailto:lorraine@bauk.org)) to arrange this. The UJIA do not award grants until the beginning of April, therefore if you have already been paying off instalments each month the balance of payment after the grants have been awarded will not be so high. The

balance of payment after the grants have been deducted must be paid in full by **Monday 20th April** or your child's participation may be jeopardised.

## Financial Assistance

Financial assistance, in the form of bursaries and payments by instalment, is available through your Youth Movement/Organisation and UJIA to provide support to applicants who cannot meet the full cost of the programme. Through bursary funding, UJIA aims to offer young people the opportunity to take part in a Youth Movement Israel Tour. If you are in a financial situation where you are unable to afford the full cost of the programme, please tick the appropriate box on the Initial Application Form and you will be sent a link to the Financial Assistance Form. The UJIA Bursary Fund will assist individuals to the best of its ability based on a means-tested process. The UJIA Bursary Fund Committee guarantees complete confidentiality throughout the process and the identities of the recipients of bursaries remain anonymous.

Please contact Lorraine on 020 8209 1319 ext. 8 or [lorraine@bauk.org](mailto:lorraine@bauk.org) for a bursary application form.

The deadline for returning Financial Assistance Forms is **Friday 31<sup>th</sup> January**.

## Cancellation Information

Please read the terms and conditions regarding cancellation charges and refunds. A full refund of any money paid will be given to parents who have applied for financial assistance but cancel because the grant award is not sufficient.

- If an Applicant or Parent/Guardian (if Applicant is under 18) wishes to cancel their place on a programme, he or she must contact Bnei Akiva in writing.
- An Applicant or Parent/Guardian (if Applicant is under 18) who cancels his or her place prior to **Monday 24<sup>th</sup> February** or if Bnei Akiva informs an Applicant that their Application has been unsuccessful or that their place has been withdrawn prior to this date, they will be entitled to a refund less the Administration Fee (£150). Full details of deposit and balance payment deadlines can be found in this document.
- Any Applicant or Parent/Guardian (if Applicant is under 18) who cancels after **Monday 24<sup>th</sup> February**, or if Bnei Akiva informs an Applicant that the application has been unsuccessful or that their place has been withdrawn after this date, will be entitled to a refund or liable for an outstanding balance according to the following schedule:
  - 61 days or longer prior to departure date: 100% of amount paid less deposit and the Administration Fee (£150).
  - From 31-60 days prior to departure date: 50% of amount paid (or payable) less deposit and the Administration Fee (£150).

- From 15-30 days prior to departure date: 20% of amount paid (or payable) less deposit and the Administration Fee (£150).
- From 1-14 days prior to departure date: 0% of amount paid (or payable).

For the avoidance of doubt, if any monies are still outstanding at the time of cancellation, the Parent/Guardian will be liable for these costs subject to the terms of the Cancellation Policy.

Please note: If a place on Israel Machane is cancelled, a re-application will only be accepted by Bnei Akiva at their sole discretion.

For the avoidance of doubt if a Participant cancels their place for medical reasons, the Cancellation Policy will apply, and it is the responsibility of the Parent/Guardian to file an insurance claim through JAFI. This will be in accordance with the insurance cover outlined in The Booklet.

If the Participant fails to check in for their flight from the UK, and have not contacted Bnei Akiva to explain why circumstances have delayed his/her outward travel and to obtain approval for a change of date for outward travel, then Bnei Akiva retains the right to cancel any other arrangements booked with Bnei Akiva; the Participant will therefore be unable to use any connecting or return flights to the UK. No refund will be made for any unused arrangements in these circumstances.

## **Process of Online Application**

All form filling for Israel Machane will be online. Please go to [www.bauk.org/israel](http://www.bauk.org/israel) and click on the link to register your child for Israel Machane. You will then be sent an email requesting deposit payment of £500.

You will then receive an email with a link from UJIA which will take you through the whole application process. The email will contain:

- Important Information booklet which contains the Terms and Conditions and Code of Conduct and GP form
- Instructions for completing the full online application form
- Other information concerning Israel Machane

All Application and Medical Forms must be completed, signed and returned to us by **Monday 17<sup>th</sup> February**.

It is VERY IMPORTANT on your Initial Registration Form that you enter the email address for parent/guardian 1 to which you would like to receive all communication related to Israel Machane as this will be the **main channel of communication**.

Please note that your place will only be secured once we have received your completed Application and Medical Form and they have been approved.

## Groups

Making groups for Israel Machane is a complicated task, involving many factors. Each Chanich will have the option to write down three friends to be with. Please note:

- Whilst we will endeavour to put each Chanich with as many of his/her written friends as possible, we cannot always guarantee this will be possible.
- You must write down three friends on the form. **If you cannot put down three you must speak in confidence to Ruth at [welfare@bauk.org](mailto:welfare@bauk.org).**
- We will endeavour to put each Chanich with at least one friend, so please ensure that you are happy with all three that you write.
- The order they are written in does not matter. All three will be regarded equally.
- Once the groups have been made, no changes will be made so please inform us of any welfare issues by **Monday 17<sup>th</sup> February**.
- If we have not received your friend requests by **Monday 17<sup>th</sup> February**, we cannot guarantee that you will be with any requested friends.
- We can only consider information that has been made known to us before the groups have been made. If there is a specific welfare issue, or any other issues which you feel might affect your child's group, please contact Ruth (ext. 7, [welfare@bauk.org](mailto:welfare@bauk.org)) by **Monday 17<sup>th</sup> February**.

## Israel Machane Orientation Day

All applicants for Israel Machane 5780/2020 are required to be at the Israel Machane Orientation Day – **Sunday 1<sup>st</sup> March**. Details will be sent out to all applicants in the run up to this.

## Summary of dates (Please refer to these)

**Thursday 21<sup>st</sup> November** – Applications open – [www.bauk.org/israel](http://www.bauk.org/israel)

**Friday 31<sup>st</sup> January** – Registration closes, deadline for bursary applications

**Friday 7<sup>th</sup> February** – Deposit payment deadline

**Monday 17<sup>th</sup> February** – Application and medical forms must be completed, deadline for changes to track choice, deadline for welfare issues with regard to groups

**Monday 24<sup>th</sup> February** – Deadline to receive full deposit refund

**Sunday 1<sup>st</sup> March** – Chanichim screening day

**Tuesday 24<sup>th</sup> March** – Deadline for changes to flights

**Wednesday 1st April** – Full payment due (Non-bursary)

**Monday 20<sup>th</sup> April** – Full payment due (Bursary)