

# PENLAND SCHOOL TRAVEL TERMS AND INFORMATION

## **General:**

We strongly recommend submitting your travel information at least 14 days prior to your arrival. You must submit a request for each trip. You will be contacted via email or phone 4-5 days before your arrival/departure to confirm your trip. Submitting your information early and in a timely manner will assist us to group you with others. If you're traveling from the West Coast we recommend catching a red-eye flight so you can arrive in Asheville in the earlier part of the following day. This will increase your chances of ride sharing and will allow you the opportunity to make other arrangements if a flight is missed cancelled or delayed. A credit card will be required for all reservations. **An invoice will be submitted to the school for instructor travel. Instructor's cards will only be billed for any charges not paid by the school.**

## **Cost:**

We are the preferred transportation company by and for Penland School of Crafts. We handle ground travel for all instructors, board members and most students since 2006. **The cost for ride sharing is \$75 per person each way or we offer a cash discount price of \$65 each way (a minimum of 3 passengers is required for these rates).** We make every effort to find additional riders for you. In the circumstance that we cannot find a shared ride for you will be notified and presented with your options which may include additional cost. Rate is for pick up at the Asheville Regional Airport only. There is an additional charge for other pick-up locations such as bus station, hotels/inns, hostels, etc. This charge starts at \$15 and varies depending on location. Everyone's travel schedule is different, we cannot and do not guarantee that we'll be able group you.

## **Waiting:**

If you are sharing a ride you may have to wait anywhere from a few minutes to several hours for the others to arrive. Flights may be cancelled, missed or delayed which may also affect your wait time and/or pick-up time.

**Cancellation:** You must cancel 72 hours in advance. If you do not, you will be billed for the entire amount. Your cancellation may impact the cost of others. If you are traveling alone only a 24 hour notice is required. A \$15 fee is assessed to all cancellations.