



## GUIDELINES

### **School Trips and the *Travel Industry Act, 2002***

Persons who sell travel services provided by another person are required to be Registered under the Ontario *Travel Industry Act, 2002 (Act)*. The Act is consumer protection legislation which was enacted to protect consumers when making travel purchases.

Travel services are defined as transportation or sleeping accommodation for the use of a traveller, tourist or sightseer or other services combined with that transportation or sleeping accommodation.

Many schools, elementary and secondary, conduct trips for the students of the school from time to time. Some of these trips are exempt under the Act and do not need to be made through a travel agency registered under the Act.

Section 2 (7) of Regulation 26/05 made under the Act allows a person who is employed to teach in an elementary or secondary school, university or a college of applied arts and technology to conduct trips under the following conditions:

- ➔ If the person organizes the trip, it must be a ONE-DAY tour for the students of the school as part of the curriculum.
- ➔ The travel services or the TRIP must be approved by the appropriate board, principal or governing body.
- ➔ The person arranging the trip cannot receive any personal gain or profit from arranging the trip, other than participating in the trip, tour or travel services.

### **Examples of what a teacher may arrange without using a registered travel agent:**

- Class day trip to the Art Gallery of Ontario
- Class day trip to a play at the Royal Alexandra Theatre with lunch
- School day trip to Black Creek Pioneer Village
- Out-of-town school team trip to another city to compete in an athletic game
- One day tour to any historic park or garden or similar point of interest



## **School trips that must go through a Registered Travel Agent:**

- 4 day trip to Quebec City which include hotel accommodations
- 5 day trip to New York City including hotel accommodations
- Week-long trip to any destination which includes airfare
- 3 day trip to Ottawa which includes hotel accommodations
- Trip to Cancun for March Break

The above are just examples of what may be exempt from the Act. There may be others not mentioned here. In summary, a teacher may arrange one day tours for the students of the educational institutions, although any trip that is more than one day requires the trip or tour to be conducted through a registered TICO travel agency. If you are unclear, we urge you to contact our Compliance Department with your concerns or inquiries at 1-888-451-TICO.

Failure to comply with the Act may result in prosecution. An individual, who is found guilty of contravening the Act, may be liable to a fine up to a maximum of \$50,000 or imprisonment of not more than two years less a day, or both.