



PDVL Overseas Advisory S/B  
T2A-22-08, Menara 3, No 296,  
Jalan Ampang, 50450,  
Kuala Lumpur, Malaysia.

**Subject: Contract for Short Tour Program**

Dear *School Name*,

This contract (hereinafter referred to as the "Contract") is entered into between [Your School/Organization's Name] (hereinafter referred to as the "School") and PDVL Overseas Advisory (hereinafter referred to as the 'PDVL') on this day [Date] for the purpose of organizing a short tour program for the students of [School/College Name].

1. Scope of Services of PDVL as an organiser:

PDVL agrees to provide the following:

- a. Tour Organisation: Organization and coordination of a short tour program, including transportation, accommodation, guided tour, universities/ colleges mini course, as outlined in the pre-agreed itinerary.
- b. Accommodation: Ensuring that the hotel arrangements made by PDVL will be based on single gender.
- c. Host: Providing criminal and security checked hosts to students should hosts are deployed.
- d. Accompanied Staff: Providing experienced staff to accompany the students throughout the tour.
- e. Changes of Itinerary: Rights reserved to make changes of itinerary when it deemed to be appropriate.

**PDVL Other Offices:**

**Malaysia** : Penang, Lukut, Sibul, Kota Kinabalu  
**Indonesia** : Jakarta, Surabaya, Medan, Yogyakarta  
**China** : GuangZhou, WuHan  
**Taiwan** : Taipei    **Thailand** : Bangkok  
**Japan** : Tokyo



## 2. Scope of Services of School as Subscriber

School agrees to the following:

- a. Documents Collection: Collect and supply all students' documents to PDVL, such as, but not limited to, passport copy, application form, learner agreement, privacy act documents, and also accompanied teacher' criminal check document.
- b. Fees Payment: Agreed on a deadline, and make payment on time.
- c. Accompanied Teacher: Supply accompanied teacher(s) for such as tour.
- d. Flight Arrangement: Liaise with flight agency for flights.
- e. Insurance Arrangement: Liaise with insurance agency for students travel insurance
- f. Others: Working together with PDVL to ensure the tour is smooth and organised

## 3. Itinerary:

PDVL shall prepare a detailed itinerary for the tour program, which shall be shared with the School at least 50 days prior to the commencement of the tour. The School acknowledges that the itinerary is fixed and may only be altered in exceptional circumstances, subject to mutual agreement.

## 4. Accommodation:

PDVL shall make all necessary arrangements for accommodation during the tour program. All accommodation (rooms) will be based on single gender.

Accommodation are on multiple-bed basis.

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#### 5. Payment Policy

Both School and PDVL agree on a fixed date as a cut off date for tour recruitment. PDVL issues an invoice to school on the cut off date, and the invoice shall be settled within 5 working days period.

#### 6. Non-Cancellation Policy:

The School acknowledges that the PDVL invests significant time, effort, and resources into organizing the tour program. Therefore, once invoice fees is paid, cancellation will not be possible. However, replacement of participation is allowed, with prior agreement from PDVL.

#### 7. Withdrawal Responsibility Exclusion:

The School understands and acknowledges that it is solely responsible for managing and overseeing the withdrawal of any student from the tour program. The School shall inform PDVL in writing of any such withdrawals as soon as possible, providing necessary details and any relevant documentation. Withdrawal of tour will not result to fees refunds.

#### 8. Other Requirement:

Any specific requirement to the tour, should be outlined in the tour specification/booklets, and such materials will be constituted as a valid document for pre-agreed contents of such specific tour.

#### 9. Governing Law:

This Contract shall be governed by and construed in accordance with the laws of Malaysia without regard to its conflict of laws principles.

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**PDVL**  
Overseas Advisory Sdn. Bhd.

**Main Office**

T2A-22-08, Menara 3, No 296, Jalan Ampang,  
50450 Kuala Lumpur, Malaysia.

E: [kl@pd-vl.com](mailto:kl@pd-vl.com)

10. Entire Agreement:

This Contract constitutes the entire agreement between the School and PDVL regarding a specific short tour program and supersedes all prior contract, understandings, and representations, whether written or oral.

Please signify your acceptance of the terms and conditions outlined in this Contract by signing below. This Contract shall be effective as of the date first written above.

Organization:

School Name:

\_\_\_\_\_  
PDVL Overseas Advisory

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