

Category 类别	Standard Group Policy 团体机票预订：条款和条例 (Updated: 19 Feb 2021)
Minimum Size 乘客人数	10 passengers - Economy Class only 至少 10 位乘客- 只限经济舱座位
Included in Price 团体票价包括	<p>20kg check-in baggage and a standard seat assignment Note: - Checked-in baggage must be within 20kg per passenger. Excess baggage will be charged at point of check-in as per our Scoot fees chart. - Seat will be assigned at check-in in case of full flight</p> <p>20kg 托运行李和标准座位分配 备注：- 每位乘客的托运行李必须保持在 20 公斤之内。超重的行李费用将会在办理登机手续时根据酷航的收费表收取。 - 若标准座位已满，座位指定将由地勤人员在登记柜台处理</p>
Quotation validity 报价有效期限	<p>Bookings > 30 days before Standard Time of Departure: 3 days from the day of quotation 团队首程航班多于 30 天：报价有效为 3 天(位子先到先得)</p> <p>Bookings =< 30 days before Standard Time of Departure: 1 day from the day of quotation 团队首程航班少于 30 天：报价有效为 1 天(位子先到先得)</p>
Deposit 定金	<p>Groups Online Booking System: Please refer to system calculation for amount and payment deadline 线上系统团队票：请根据系统金额与付款时限支付定金</p> <p>20% of booking 团队款项的 20%</p> <p>For groups size => 80, deposit will be 50% of booking 团队人数多于 80 人以上，需付全款的一半作为定金</p> <p>Booking will be automatically cancelled if deposit not received 若没按时支付定金，系统将会自动取消定位（而无需另行通知）</p>
Balance Payment 余款支付	<p>Payment due 30 days before departure 出发前 30 天，需全额付款</p> <p>Booking < 30 Days before first flight departure full payment required 离首程航班少于 30 天的预订全额付款</p> <p>Note: Once the PNR has been generated, you MUST inform Scoot before the payment deadline if you have decided to cancel the booking Otherwise, Scoot reserves the right to request for full balance payment 一旦电脑代码批复给您以后，若您决定取消该团队，请您必须要提早通知酷航 否则，本航有权利取消团队并没收全额款项</p> <p>Once full payment completed, no cancellation / refund will be allowed 一旦支付全款后，不允许取消或退款</p>

Names-in Deadline and Name Change# 提交名单期限 和 乘客姓名变更#	<p>7 days before departure 出发前 7 天需提交名单</p> <p>Groups Online Booking System: Name list not submitted; Unlimited name change up to 48 hours before first flight departure# 线上系统团队票：只要您没有点击“保存与提交”按钮，在首航出发前 48 小时，您可以免费自行变更乘客姓名#</p> <p>https://www.flyscoot.com/en/scoot-fees-chart (Please refer to/姓名变更收费标准请参照收费表格中：Name/Date/Time Change Fee at Group Bookings)</p>
Date & Time Changes* 航班日期/时间变更*	<p>Permitted with Change Fee plus any fare difference with at least 7 working days' notice before departure. Please refer to our website for the latest Fares and Fees: 任何日期与时间变更须在航班七个工作日前做调整；此更改将征收更改费和票差，最新更改所需费用请浏览本航以下链接：</p> <p>https://www.flyscoot.com/en/scoot-fees-chart (Please refer to/ 变更日期与时间收费标准请参照收费表格中：Name/Date/Time Change Fee at Group Bookings)</p>
Origin & Destination Changes 出发地与目的地变更	<p>Not Permitted 不允许变更</p>
Cancellation / Wastage^ 取消与弃票^	<p>Minimum group size must be met. Up to 20% Wastage of the group size Permitted - Refunded via agency account (Travel Agent) or refund via Voucher (Retail User) - Unused seats must be released at least 30 days before departure</p> <p>乘客数量一定需达到最低团队人数的标准 最迟时限为首程航班 30 天前通知，并允许最多 20% 的废票。 被退回的定金将转到中介账户（代理）或代金券（非代理），用于往后的团队预订支付</p>
Booking channel 预订途径	<p>Bookings > 5 days before STD: Via Groups Online Booking System 如出发在多于 5 天，请上线登入团队线上预订系统申请</p> <p>Bookings =< 5 days before STD: Purchase via www.flyscoot.com 如出发在少于 5 天，请登入官网购买散客票</p>
<p>* Date / time changes are subject to a re-quote of the fare that applies to the entire group; change fee and fare difference will be charged. 若要更换航班日期/时间，需重新询价；若票价有差额，得支付票价差额和更换航班细节的额外收费</p> <p>Agents can change name and save in the system unlimited time until they press submit button 只要不提交，名单可在团体订票系统上免费更改与保存。提交后便不允许任何更改。</p>	
<p># No changes are allowed for bookings done via Groups Online Booking System, once user has saved and submitted name list. 名单提交后便不允许任何更改。</p>	
<p>^ If group number drops below the minimum, group rate will be revoked and total cost recalculated at the individual selling fare available at the time of the change. 若团队乘客数量不足（少于 10 位），团队票价将被撤销，以当下普通散客票价重新计算</p>	