



May 26, 2020

Ref: 2016C

To: All Travel Agents

### Addendum: Revised Schedule Change Policy

Air Canada has revised its schedule change policy, effective immediately. **This supersedes Ref 2016A and 2016B.**

#### i) Rebooking guidelines:

- Applies to 014 tickets only
- Origin and destination must remain the same
- Passengers must be re-protected on any Air Canada trans-Pacific sector
- If the customer has already commenced their journey, and re-protection is required for their return flights, the over-the-water or intra-Asia re-protection flight(s) must be rebooked on operated by AC or on CA, NH, BR, OZ, TG, SQ, NZ, VA, CX, KE, CI, 7C.
- Connecting flights within Asia may be operated by CA, NH, BR, OZ, CX, ZH, TG, KE, 7C, booked in the lowest available fare class in the same cabin.
- Change fees or any additional charges (where applicable) will be waived if the origin, destination, and cabin remain the same and if you rebook **within** the rebooking window.
- For re-bookings made **outside** the rebooking window, there will not be any date change fee, but the booking may incur additional charges in the form of fare difference if the original fare class is unavailable, change of connection point fees, or extending ticket validity, where applicable.
- You must reissue the ticket and enter in the endorsement box: **DUE SKCH**

The following Fare Rules and Rebooking Window applies to all 014 tickets, including Basic fares

Rebooking Window	Within Travel window	Outside Travel window
North America routes	+/- 3 days of original travel dates	> 3 days of original travel dates
International routes	+/- 7 days of original travel dates	> 7 days of original travel dates
Partially used tickets on all markets	+/- 21 days of original travel dates	> 21 days of original travel dates
Advance Purchase (APUR)	Waive	Waive
Additional Collection*	Waive	Collect
Change Fee(s)	Waive	Waive
Min/Max Stay	Waive	Apply fare rule

\*Additional Collection: higher fare class, change of connection point, etc.

#### Re-booking class code as below:

Economy - Basic Fare/Standard(W/G/S/T/L/A/K)/ Flex (M/U/H/Q/V)/Comfort: <b>rebook up to M</b>	Economy - Latitude (Y/B): <b>rebook up to Y</b>
Premium Economy (O/E/N): <b>rebook up to O</b>	Business (J/C/D/Z/P): <b>rebook up to J</b>



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### ii) Refunds:

Any **cancellations** that were **notified in your GDS queues on/before Mar 18** are entitled to a refund:

- Use refund waiver code **ACUSKEDCHG + flight number**. Example: **ACUSKEDCHG16**
- Input above waiver code in the WAVR field/authorization column for every ticket that you are refunding, missing above waiver code may cause 'ADM'.

Any **cancellations** that are **notified in your GDS queues on/after March 19** are **not allowed any refunds**, unless permitted by fare rule.

#### Cancel and Refund as per fare rules

- If fare is refundable applicable fare amounts/taxes will be refunded
- If fare is cancellable with a penalty (partial refund) applicable fare amounts/taxes will be refunded less any cancellation fee
- Any non-refundable fare amounts or taxes will be forfeited

### iii) Retaining the value of the ticket as a future credit for 24 months from date that the schedule change occurred:

#### Save as Future Credit

- Change fee will be waived when customer books new flight
- If the new fare is lower the residual is lost. Additional collection applies if new fare higher
- Any taxes that are refundable and no longer applicable to the reservation will be refunded
- **For an unused ticket you have the flexibility of using the value of your credit towards the same or a different destination.**
- Apply waiver code to the ticket endorsement field: **CV20VL22**

#### Process to extend ticket validity to use for a future credit

- Cancel all active segments.
- Book future travel date if it is known.
- If travel date is not known, **create a retention segment** that contains a date and itinerary in the GDS to keep your PNR from purging. For example: OTH in Sabre, ZZ in Travelport & MIS in Amadeus.
- **Any Ancillary EMDs (e.g. PETC, meals, seats etc.)** may be exchanged, re-associated or refunded via Air Canada Contact Centre.
- You may also add a remark to the PNR that includes the original ticket number.
- Although the original flight, date, name, or record locator can be used to retrieve the PNR, it is recommended for the agency to track information using an internal logging process.



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**iv) One-time free Name Change are permitted without the collection of a name change fee for fully unused original tickets only, on all fares and all markets:**

The one-time change fee waiver applies to:

- Tickets **issued** on or before **June 30, 2020**
- **Original travel dates** between **March 1, 2020** up to and including **June 30, 2021**
- **Tickets must be issued on/before:** 24 months from the date that the flight was cancelled
- 014 ticket stock
- Applicable to all fare (including basic fare)
- All points-of-sale & all itineraries (including international routes)
- Applicable to agency GDS booking and **wholly unused original tickets** only
- Applicable on Air Canada, Air Canada rouge and Air Canada Express flights. Original ticket must **not** include any codeshare flight or interline segments.
- Waiver **does not** apply to interline/codeshare itineraries on new bookings.
- If the new fare is lower the residual is lost. Additional collection applies if new fare higher
- Apply waiver code to the ticket endorsement field: **CV20VL22**

One-time free Name Change Process:

- Cancel original ticketed itinerary
- New PNR is booked under new traveler name
- New PNR is set up for exchange, utilizing ticket number from original PNR, the applicable waiver code and charge the client the applicable fees (exchange fee per original fare rules/ADCOL etc.)
- Waiver code must be inputted into the **Endorsement Box of the new ticket AND entered in the New PNR, in the information field, followed by fare basis code**
  - Amadeus: SROTHSAC-NN1 CHNG/waivercode/farebasis  
(e.g SROTHSAC-NN1 CHNG/CV20VL22/VH14E)
  - Sabre: 3OTHS1/NN1 CHNG waivercodeFarebasis  
(e.g 3OTHS1/NN1 CHNG CV20VL22VH14E)
  - Worldspan: 3SSROTHS AC NN1 waivercodeFarebasis  
(e.g 3SSROTHS AC NN1 CHNG CV20VL22VH14E)
- Failure to apply/enter waiver in endorsement box on ticket and GDS PNR or failure to abide by above rules/regulations, will result in the issuance of a debit memo. The Debit Memo will be issued based on the value of a full fare - no exceptions will apply.



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Hong Kong Sales Office

Email: [hkg.sales@aircanada.ca](mailto:hkg.sales@aircanada.ca)

Phone: 800-906-519 (Hong Kong toll free), 400-112-2776 (Guangzhou/Shenzhen toll free)

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A STAR ALLIANCE MEMBER 