

 VSbulletin

Ref. SB0405

Issue Date: 31 December 2021

VSbulletin – Virgin Atlantic Covid Flexibility Policy

Issued 30 December 2021

We continue to monitor the Covid-19 situation very carefully, including the latest guidance from the World Health Organization (WHO) and the Foreign and Commonwealth Office (FCO), as well as any new entry or quarantine restrictions implemented by the countries we fly to.

Changes vs Flexibility Policy issued on 21 Dec 2021

- Updated policy to allow for all travel to be completed by 31 Dec 2023 for all existing and future bookings
- Updated policy on original travel by 31 Dec 2022

General Guidance for Covid-19 Policies

This policy is to allow customers more flexibility in addition to original fares rules

Cancellations, refunds and downgrades are subject to the original fare rules, unless permitted by this policy – whichever is the most flexible. 'All travel' must include all outbound AND inbound travel dates

Total Selling Price (TSP) - Includes all fare, YQ, taxes and surcharges when re-calculation is require

This policy applies to all VS/VS* bookings, including unticketed, regardless of ticket type and includes fares that are usually non-changeable

Where fare difference is charged, it should be calculated including all taxes/charges (Total Selling Price). For all of the attached guidance, fare and adcol refer to TSP

Where the passenger wishes to upgrade cabin, fare difference should be charged

Part travelled rebooking is permitted to an earlier date and minimum/maximum stay restrictions will be waived

Itineraries that include connections to or from other airlines, may be rebooked to travel in the same booking class, or, if original booking class isn't available, re-book in the lowest available class in the same cabin. No change fee will be charged however additional collection must be calculated at TSP

Rebooking onto an alternative connecting carrier will be subject to the fare rules as per CAT4 flight application. No change fee will be charged however additional collection must be calculated at TSP

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Where a change to outbound date occurs, return date may be changed to protect the original length of the trip within the permitted travel period

For bookings made on/before 11 Mar 20, refunds are allowed if customer is unable to travel due to an 'event beyond their control' e.g. national lockdowns (see Refunds section for details)


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Rebooking for all bookings created from 03 Mar 2021

For passengers with flights which are still scheduled to operate

Flights are still operating	
Bookings from	03 Mar 21
Bookings until	Until further notice
Original travel by	31 Dec 22
New travel must be completed by	31 Dec 23
Change fees	Waived - unlimited date/flight changes 1 x name change (free of charge)
Fare difference	Fare difference applies with no refund if new fare is lower.
Change of Origin or Destination	Change fees are waived. Fare difference applies with no refund if new fare is lower.
Refund	No refund. No refund on fare difference. Open tickets are allowed. No refund on residual value of open tickets.

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Update the OSI field with the following information:

OSI VS CHANGES PER COVID19 30DEC21

Please reissue tickets to include endorsement:

CHANGES PER COVID19 30DEC21

Tickets must be re-issued on / before revised travel date



Rebooking for all bookings created from 6 Feb 2021 to 2 Mar 2021

For passengers with flights which are still scheduled to operate:

Flights are still operating	
Bookings from	06 Feb 21
Bookings until	02 Mar 21
Original travel by	31 Dec 22
New travel must be completed by	31 Dec 23
Change fees	<p>Waived - unlimited date/flight changes</p> <p>1 x name change (free of charge)</p>
Fare difference	<p>Waived if all travel is completed</p> <p>by 31 May 21</p> <p>For travel from 01 Jun 21, fare difference applies with no refund if new fare is lower.</p>
Change of Origin or Destination	<p>Change fees are waived.</p> <p>Fare difference is waived if all travel is completed by 31 May 21.</p> <p>For travel from 01 Jun 21, fare difference applies with no refund if new fare is lower.</p>

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<p>Refund</p>	<p>No refund.</p> <p>No refund on fare difference.</p> <p>Open tickets are allowed.</p> <p>No refund on residual value of open tickets.</p>
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Update the OSI field with the following information:

OSI VS CHANGES PER COVID19 06MAY21

Please reissue tickets to include

CHANGES PER COVID19 06MAY21

Tickets must be re-issued on / before revised travel date



Rebooking for all bookings created from 5 Dec 2020 to 5 Feb 2021

For passengers with flights which are still scheduled to operate

Flights are still operating	
Bookings from	05 Dec 20
Bookings until	05 Feb 21
Original travel by	31 Dec 22
New travel must be completed by	31 Dec 23
Change fees	Waived for 2 x date/flight changes 1 x name change (free of charge)
Fare difference	Waived if all travel is completed by 31 May 21 For travel between 01 Jun 21 & 31 Dec 2022, fare difference is waived if within; £60 for Economy, £120 for Premium & £350 for Upper For travel from 01 Jan 2023 and completed by 30 Apr 23; fare difference applies
Change of Origin or Destination	Change fees as per above. Fare difference is waived if all travel is completed by 31 May 21. For travel from 01 Jun 21, fare difference applies.

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Refund	<p>No refund.</p> <p>No refund on fare difference.</p> <p>Open tickets are allowed.</p> <p>No refund on residual value of open tickets.</p>
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Update the OSI field with the following information:

OSI VS CHANGES PER COVID19 06MAY21

Please reissue tickets to include

CHANGES PER COVID19 06MAY21

Or if TSP waive -

Update the OSI field with the following information

OSI VS PER COVID19 GBPXXX SIT 06MAY21

Please reissue tickets to include endorsement:

PER COVID19 GBPXXX SIT 06MAY21

Tickets must be re-issued on / before revised travel date



Rebooking for all bookings created from 12 Jun 2020 to 04 Dec 2021

For passengers with flights which are still scheduled to operate

Flights are still operating	
Bookings from	12 Jun 20
Bookings until	04 Dec 20
Original travel by	31 Dec 22
New travel must be completed by	31 Dec 23
Change fees	<p>Waived for:</p> <p>2 x date or flight change</p> <p>1 x name change (free of charge)</p>
Fare difference	<p>Waived if all travel is completed by 31 May 21</p> <p>For travel between 01 Jun 21 & 31 Dec 2022, fare difference is waived if within; £60 for Economy, £120 for Premium & £350 for Upper</p> <p>For travel from 01 Jan 2023 and completed by 30 Apr 23; fare difference applies</p>
Change of Origin or Destination	<p>Change fees as per above.</p> <p>Fare difference is waived if all travel is completed by 31 May 21. For travel from 01 Jun 21, fare difference apply.</p>

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Refund	No refund. Open tickets are allowed. No refund on residual value of open tickets.
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Update the OSI field with the following information:

OSI VS CHANGES PER COVID19 06MAY21

Please reissue tickets to include

CHANGES PER COVID19 06MAY21

Or if TSP waive -

Update the OSI field with the following information

OSI VS PER COVID19 GBPXXX SIT 06MAY21

Please reissue tickets to include endorsement:

PER COVID19 GBPXXX SIT 06MAY21

Tickets must be re-issued on / before revised travel date



Rebooking for all bookings created up to 11 Jun 2020

For passengers with flights which are still scheduled to operate

Flights are still operating	
Bookings from	Before 11 Jun 20
Bookings until	11 Jun 20
Original travel by	31 Dec 22
New travel must be completed by	31 Dec 23
Change fees	<p>Waived for:</p> <p>1 x date or flight change</p> <p>1 x name change (free of charge)</p>
Fare difference	<p>Waived if all travel is completed by 31 May 21</p> <p>For travel between 01 Jun 21 & 31 Dec 2022, fare difference is waived if within; £60 for Economy, £120 for Premium & £350 for Upper</p> <p>For travel from 01 Jan 2023 and completed by 30 Apr 23; fare difference applies</p>
Change of Origin or Destination	<p>Change fees as per above.</p> <p>Fare difference is waived if all travel is completed by 31 May 21. For travel from 01 Jun 21, fare difference applies.</p>

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Refund	<p>No refund.</p> <p>No refund on fare difference.</p> <p>Open tickets are allowed.</p> <p>No refund on residual value of open tickets.</p>
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Update the OSI field with the following information:

OSI VS CHANGES PER COVID19 06MAY21

Please reissue tickets to include

CHANGES PER COVID19 06MAY21

Or if TSP waive -

Update the OSI field with the following information

OSI VS PER COVID19 GBPXXX SIT 06MAY21

Please reissue tickets to include endorsement:

PER COVID19 GBPXXX SIT 06MAY21

Tickets must be re-issued on / before revised travel date



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Customers flight has been impacted by a significant schedule change

Applicable to customers whose flights have been impacted by

- A flight cancellation
- A change of three hours or more
- A change that causes a misconnection on a through ticket

Rebook using the same booking class in the same cabin. If the same booking class is not available, please book into lowest available booking class in the same cabin

Route suspension: re-route onto other VS/VS* services in the same booking class or in the same cabin if the same booking class is not available. Changes fees and fare difference charges are waived

No refund if customer accepts rebooking option or Open Ticket, see 'Open Tickets' below

For customers impacted by a VS flight cancellation, where VS/VS* is not available as a re-protection option, please refer to our Flight Disruption section [here](#)

For all other additional standard schedule changes including time changes under three hours, please refer to our schedule change policy [here](#)

Bookings from	Any
Bookings until	Until Further Notice
Original travel by	Until Further Notice
New travel must be completed by	31 Dec 23
Change fees	Waived - unlimited date/flight changes



	1 x name change (free of charge)
Fare difference	Waived – rebook onto any available VS/VS* flights in the same cabin
Change of Origin or Destination	<p>Change fees are waived.</p> <p>Fare difference applies.</p> <p>Refund allowed on residual value.</p>
Refund	<p>Refund is allowed.</p> <p>Open tickets are allowed.</p> <p>Use value of original ticket towards a new ticket is allowed.</p>

Update the OSI field with the following information:

OSI VS CHANGES PER COVID19 30DEC21

Please reissue tickets to include

CHANGES PER COVID19 30DEC21

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Re-Route

Customers travelling on a direct VS/VS* service may re-route to the same destination via a VS/VS* connection, or if travelling via a VS/VS* may rebook on direct service, subject to seats being available in the same cabin, and departure dates being within the permitted rebooking period.

Customers wishing to travel to the same destination via a different departure airport. Subject to seats being available in the same cabin and departure dates are within the permitted rebooking period, however any additional travel cost will be the responsibility of the customer

Customers wishing to travel from/to an alternative destination on a VS/VS* service may be subject to TSP but will not be charged any change fee provided new travel dates are within the permitted travel period.

Rebook travel in the same booking class, or; If original booking class isn't available, re-book in the lowest available class in the same cabin. No change fee will be charged, however TSP may apply, please refer to the applicable table as per ticketed date.

For details of re-routing onto AF, KL or DL please check here for [class mapping information](#).

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Open Ticket

Should your customers be unsure of their new travel dates they can rebook up to and including 31 Dec 2023.

- Cancel the original booking prior to the departure of their first flight, ensure the customers retain their E-ticket number for future rebooking.
- Should the original documentation become lost or mislaid please **get in touch** with the customer name, flight number and original date of travel, however we cannot guarantee that the original ticket number can be retrieved.
- **Ensure all Open Ticket T&C's have been explained and accepted by the customer**

Open Ticket T&Cs:

- Your customers Open Ticket value can be used as a credit towards their future travel until 31 Dec 2023. All flights booked using your customers Open Ticket must be completed by 31 Dec 2023.
- Customers opting for 'Open Ticket' are accepting a credit for future travel which will waive all previous T&Cs of the original ticket. This will result in the whole value of the 'Open Ticket' being non-refundable.
- If your customer have opted to receive an Open Ticket following a cancelled flight, and they don't use the whole value of the Open Ticket when making a new booking, they are entitled to a cash refund of the residual value.
- If your customer has opted for an Open Ticket for any other reason, the residual value will be non-refundable.
- If the new TSP is greater than the Open Ticket value, the difference in TSP must be paid.

When your customers provide new travel dates:

- Create a new PNR. Change fees and TSP as per rebooking policies above.
- Reissue the original ticket/s to the new PNR collecting all TSP where applicable

Update the OSI field with the following information:

OSI VS CHANGES PER COVID19 30DEC21

Please reissue tickets to include endorsement:

CHANGES PER COVID19 30DEC21

Tickets must be issued on/before revised travel date.

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Replacement Passenger

Replacement customers are permitted per ticket within a PNR. When the customers provide the new name follow the steps below.

Any corrections made outside of the policy will be subject to ADM as part of the audit process.

For VS/VS* Itineraries

Replace original customer name with the new customer details within your original PNR

Reissue ticket using original fare in the new customer's name

Update the OSI field with the following information:

OSI VS REPLACEMENT PAX DUE TO COVID19 06MAY21

For itineraries with other airlines included

Create a new PNR for the replacement customer using a fare valid at time of creation

Refund original ticket which will be credited to original form of payment

Update the OSI field with the following information

OSI VS REPLACEMENT PAX DUE TO COVID19 06MAY21

OSI VS REFUND NEW TKN 932 XXXXXX

New ticket must be issued, and original ticket refunded on/before revised travel date.

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No Shows

General Guidelines

No Refund unless fare rules allow

No Changes unless fare rules allow

Unless customers are affected by 'events beyond control' (see below)

Definition of 'events beyond your control'

National or local lockdowns

Positive COVID-19 tests and instructed to self-isolate by the NHS or local health authorities

Unable to board return flight due to requiring to quarantine at destination

Governmental restrictions and requirements (travel ban and/or cancellation of a travel visa)

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Refund Policy

Refunds permitted should one of the following apply:

1. A flight cancellation

Update the OSI field with the following information:

OSI VS REFUND PER COVID 19 SIT 06MAY2021

2. Customers impacted by an event beyond their control, for bookings made on or before 11th of March 2020

Update the OSI field with the following information:

OSI VS REFUND DUE NAT LOCKDOWN DDMMYY

Definition of 'events beyond your control'

- National or local lockdowns
- Positive COVID-19 tests and instructed to self-isolate by the NHS or local health authorities
- Unable to board return flight due to requiring to quarantine at destination
- Governmental restrictions and requirements (travel ban and/or cancellation of a travel visa).

Customers who booked on/before 11 Mar 20 should be allowed a refund if impacted by governmental travel restrictions.

Customers are eligible for a refund if their flight was/is still operating during these UK national lockdown periods (inclusive):

- 17th March – 10th May 2020
- 5th Nov – 1st December 2020
- 4th Jan – 19th July 2021 (this date is subject to change)

Customers may also request a refund if a national lockdown was in place at their arrival destination

 VSbulletin**Original Booked Date - Bookings made up to and including 11th March 2020**

Customers whose original booking date was on or before 11th March 2020 can request a refund if they were unable to travel due to an event beyond their control such as a National Lockdown, see above.

Original ticket has been reissued

Customers booked on or before 11th March 2020 that have since changed their travel plans, resulting in a new ticket issue date, will still be entitled to a refund

Refunds must be processed via GDS please refer to our refunds policy click [here](#)

Please check [here](#) regularly for updates and [here](#) for specific flight status.

Please ensure the latest traveller contact information is available within the booking, so the latest instructions reach the traveller via SMS and email.

Covid-19 Passenger Travel Information

Everything your customers need to know before travelling can be found [here](#).

If you have any queries relating to this communication, please contact our Sales Support – HKG.SalesSupport@fly.virgin.com or +852 2532 3080.