



Planning your trip with World Classrooms is easy and stress-free.

Use this simple planning timeline to assist you in keeping on track.

Upon Enrollment:

- ☐ **Log onto your student account** and verify everything is correct. This portal will give you online access to important information regarding your trip, including all payment information as well as all required forms and documents.
- ☐ **Enroll in World Classroom's Travel Refund Program (Optional).** To participate in the WC Refund Program purchase must be made within 30 days of the Informational Meeting date.

2-4 Weeks After Enrollment:

- ☐ **Develop a Fundraising Plan:** You will receive an email containing fundraising information and sample gift letters. Go over this information and devise a plan for how to use it over the coming months. The earlier you start, the more successful your efforts will be.

60 Days After Informational Meeting:

- ☐ **1st Installment Due** for manual payment accounts.

Interim Months:

- ☐ **Read all of your World Classrooms emails** to be prepared for your trip. Contact us at 800.275.3980 if you are not receiving regular emails.

110 Days prior to departure:

- ☐ **Final Installment Due** for manual payment accounts.
- ☐ **Deadline to submit ALL special requests** - Single or double occupancy rooms, special dietary needs, etc. - to World Classrooms.

60 Days prior to departure:

- ☐ **Download and complete all necessary forms:**
 - ☐ Medical Release Form
 - ☐ Standards for Success Form
 - ☐ Photocopy of personal ID

30-45 Days prior to departure:

- ☐ Attend your group's departure meeting. Here you will receive your final itinerary and go over all important details, including your departure time and location.
- ☐ Complete and turn in all required forms to your teacher/group leader at the departure meeting.
- ☐ Your full trip balance should now be paid off. Congratulations!

10-20 Days prior to departure:

- ☐ Go shopping for any additional items you may need.
- ☐ Download our packing checklist and travel tips to make sure you have everything covered.

Departure Day:

- ☐ "Like" WorldClassrooms on Facebook to see trip pictures as they are posted.
- ☐ ***Get excited - your adventure starts now!***