



INDIVIDUAL PAYMENT SYSTEM

Your group leader has elected to utilize Bob Rogers Travel's online Individual Payment System (IPS) to collect trip payments. Please read the following information to assist you in registering for this trip.

TRIP DETAILS

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|----------------------|---|
| Trip ID: | OH004700043 |
| Group Name: | Canal Winchester High School Performing Arts Department |
| Group Leader: | Todd Phillips, Director |
| Destination: | New York City |
| Trip Dates: | March 27-31, 2017 |

All package costs are based on projected participation and occupancy, and are subject to change.

| Participant Type | Occupancy | | | |
|------------------|---|---------------|---------------|---------------|
| Student | \$889.00 (all students in Quad occupancy) | | | |
| | Quad | Triple | Double | Single |
| Chaperone | \$889.00 | \$939.00 | \$985.00 | \$1,179.00 |

| Payment Details | Due Date | Amount Due |
|-------------------------|--------------------|-----------------------|
| Registration Deadline | September 15, 2016 | --- |
| Deposit | September 22, 2016 | \$100.00 per traveler |
| 2 nd Payment | October 14, 2016 | \$200.00 per traveler |
| 3 rd Payment | November 15, 2016 | \$200.00 per traveler |
| 4 th Payment | January 16, 2017 | \$200.00 per traveler |
| Final Payment | February 15, 2017 | Remaining Balance |

Payments must be made through the IPS system via **VISA, MasterCard, DISCOVER Credit/Debit Card** or **VISA/Mastercard Reloadable Prepaid Card** (available at your local financial institution) and will be automatically deducted from your selected card on the payment due dates.

All Gift Cards are not accepted.

CANCELLATION POLICY

All cancellations must be in writing to Bob Rogers Travel. All money and fees paid prior to the individual cancellation (determined by the postmark or email date) are nonrefundable and nontransferable. No refunds or credits will be issued for a cancelled participant.

INSTRUCTIONS FOR CREATING YOUR IPS ACCOUNT

You will need the following items to be able to create your IPS Account.

- An active Credit /Debit/Reloadable Prepaid Card endorsed by Visa, MasterCard or Discover.
- An active email account.
- Your Trip ID.
- Internet access.

STEP 1:

- Go to ***ips.bobrogerstravel.com*** to begin the registration process.
- If you are new user to the IPS system, please enter in Trip ID #: OH004700043 to register.
- If you are a returning user, please enter in your E-mail and password to register.

| | |
|--|---|
| <h3>Returning Users</h3> <p>E-Mail Address <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/> <input <="" input="" type="button" value="Forgot Password?"/></p> | <h3>New Users</h3> <p>Enter the trip ID provided by your organizer and click Register.</p> <p>Trip ID <input type="text"/></p> <p><input type="button" value="Register"/></p> |
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STEP 2:

- Complete all appropriate fields.
 - Password must be alpha & numeric with a minimum of eight characters and one upper case character.

STEP 3:

- Read and accept the following Travel Insurance Acknowledgement and Travel Agreement.

STEP 4:

- After all appropriate information has been supplied, an enrollment email will be sent to the provided address. All future notifications will come via email. *(Check junk/spam folder if emails are not received.)*
 - If you need to **register additional travelers**, please login using your email and password, then click on the trip ID and select “Add a Traveler”.
 - Return to ***ips.bobrogerstravel.com*** to review your account and update your payment information.

*Thank you for choosing Bob Rogers Travel –
we look forward to helping you create lasting memories!*