



### Noteworthy Tours Individual Billing

Thank you for entrusting Noteworthy Tours with your group's upcoming trip. Your school has chosen to utilize our online Individual Billing to collect trip payments. The following information will assist you in registering and paying for this trip.

### TRIP DETAILS

<b>Group Name:</b>	Copley High School Band and Choir
<b>Trip ID:</b>	FL2603CBC
<b>Travel Dates:</b>	November 25 – 30, 2016
<b>Destination:</b>	Florida

### PAYMENT SCHEDULE

Payment	Due Date	Amount Due
Registration and Nonrefundable Deposit	December 15, 2015	\$150.00
2 <sup>nd</sup> Payment	February 15, 2016	\$150.00
3 <sup>rd</sup> Payment	April 15, 2016	\$150.00
4 <sup>th</sup> Payment	June 15, 2016	\$150.000
5 <sup>th</sup> Payment	August 15, 2016	\$150.00
Final Payment	<b>October 15, 2016</b>	Balance*
Trip Cost	Current estimation	\$918

\*Trip costs are based on an estimated number of 296-300 participants at four persons per room. For more than 300 participants, the final cost could go down a few dollars. For fewer than 296 participants, the final cost could go up a few dollars. A final invoice with your balance will be sent to you after the actual number of trip participants has been established.

### TRIP REGISTRATION INSTRUCTIONS

#### Step 1: ALL trip participants – students, chaperones, and directors -- must register.

- ✓ If you do not have internet access, you must complete and sign the agreement below and mail it with your deposit to the address located at the bottom of the form. All other payments can be made by check or money order and mailed to the address on the bottom of the form.

#### Step 2: Online Registration (Preferred) and Deposit

- ✓ Visit [www.noteworthytours.com](http://www.noteworthytours.com) and click on "Individual Billing."
- ✓ Choose the school by the ID number (Trip ID located above); and click on "Book."
- ✓ Continue to fill out personal information. PLEASE USE THE EMAIL OF PARENT OR GUARDIAN FOR BILLING PURPOSES. (Payment does NOT have to be by credit card on line.)
- ✓ If you choose to make a payment by credit card at the time of registration, choose the drop down menu of "Pay Now." Payments are processed via PayPal (PayPal account NOT required). PayPal simply processes the transaction.
- ✓ If you choose to make a payment by check, choose the drop down menu of "Pay Later."

#### Step 3: Make a Payment by debit or credit card.

- ✓ Visit [www.noteworthytours.com](http://www.noteworthytours.com) and click on "Individual Billing" and then on "View or Pay Your Bill." Enter your email address and password. Click on "Your Booking." Hover over the booking in the box and click to make a payment.
- ✓ Payments are processed via PayPal (PayPal account NOT required). PayPal simply processes the transaction. Continue to follow the prompts.
- ✓ A confirmation of the payment will be emailed to you.

### PAYMENT POLICY

- **The balance is due by October 15, 2016.** If your balance has not been received by **October 15, 2016**, your reservation will be canceled. No refunds will be issued.
- A 3% late charge will be assessed on amounts due after each payment due date.
- A \$45.00 service fee will be charged for returned checks due to insufficient funds.

### CANCELLATION POLICY

- All cancellations must be made in writing to Noteworthy Tours. The cancellation date will be determined by the postmark or email date.
- The initial deposit is nonrefundable; however, it may be transferred without penalty to a new (substitute) traveler by informing Noteworthy Tours in writing.
- **Prior to October 15, 2016**, a refund less the initial \$150.00 deposit; less a \$100.00 cancellation fee; and less any nonrefundable inclusions including, but not limited to, airfare, theater or concert tickets, admissions, etc. will be issued.
- All payments are forfeited for: 1). cancellations received on or after **October 15, 2016**; 2). failure to pay balance by **October 15, 2016**.
- Refunds will be issued by company check and mailed within 30 days of refund approval.

### TRAVEL INSURANCE

The purchase of individual travel insurance is suggested. Information is listed on the "Parents" page at [www.noteworthytours.com](http://www.noteworthytours.com) under "Travel Insurance Opportunities."

### LIABILITY DISCLAIMER

Noteworthy Tours, Inc. (hereinafter referred to as "the Company") is responsible to you in arranging for the tour services in your itinerary, including transportation, sightseeing and hotel accommodations. The carriers, hotels and other suppliers providing tour services are independent contractors and are not agents, employees or servants of or joint ventures with the Company. All certificates and other travel documents for tour services issued by the Company are subject to the terms and conditions specified by the supplier and the laws of the countries in which the services are supplied. If the services included in the tour cannot be supplied or there are changes in an itinerary for reasons beyond the control of the Company, the expense will be payable by tour participants; any resulting saving will be refunded by the Company to tour participants. The tour participant agrees that neither the Company nor its affiliates shall be liable for any damage, loss (including personal injury, death and property loss) or expense occasioned by any act or omission of any supplier providing tour services or of any other person. The Company reserves the right to accept or reject any person as a tour participant, to expel any tour participant from the tour and to make changes in the itinerary whenever the Company deems it necessary for the comfort, convenience or safety of the tour participants. No refund will be issued to any participant dismissed from the tour.

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### REGISTRATION BY CHECK / AGREEMENT TO TRIP POLICIES

(Please print legibly.)

Student Name: \_\_\_\_\_  
Trip ID \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, and Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email for Billing: \_\_\_\_\_

(preferably a parent/guardian's email, please.)

**By signing this agreement and making a deposit on this trip, you accept the above policies.**

**INCLUDE YOUR TRIP ID AND TRIP PARTICIPANT(S) NAME(S) ON ALL CHECKS.**

**Mail this form with your deposit check made payable to:**

**Noteworthy Tours, Inc., 2165 Bradley Road, Westlake, OH 44145**

**QUESTIONS??**

**Call: 419.366.3568**