

BRT PAYMENTS

We are excited your group is traveling with us!
Below is some information regarding registering and paying for your trip.

Group Name	Capital City High School Choir	Destination	Chicago, IL
Group Leader	Michael Brand	Trip Dates	April 4-7, 2024

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

Participant Type	Trip Price & Occupancy	
Student	\$815.00 (all students in quad occupancy)	
	Double	Single
Chaperone	\$929.00	\$1,175.00
Registration Link	https://bobrogerstravel.grcoll.co/go/capitalcity9795	

Payment Details	Due Date	Amount Due
Registration Deadline	September 6, 2023	---
Deposit + Insurance Premium (if selected)	September 6, 2023	\$100.00 + Insurance Premium (if selected) per traveler
Payment #2	October 4, 2022	1/5 of travel cost minus deposit
Payment #3	November 30, 2022	1/5 of travel cost minus deposit
Payment #4	January 16, 2023	1/5 of travel cost minus deposit
Payment #5	February 15, 2023	1/5 of travel cost minus deposit
Payment #6	March 15, 2023	Remaining Balance

Travelers are expected to be up-to-date with payments according to the schedule above in order to maintain a spot on the trip.



CANCELLATION POLICY

All money and fees paid to Bob Rogers Travel prior to cancellation are non-refundable. No refunds or credits will be issued for a canceled traveler without the additional purchase of travel protection. All cancellations must be confirmed via email by Bob Rogers Travel. **No refunds or credits will be issued for a cancelled participant without the purchase of travel protection.**

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INSTRUCTIONS

STEP 1

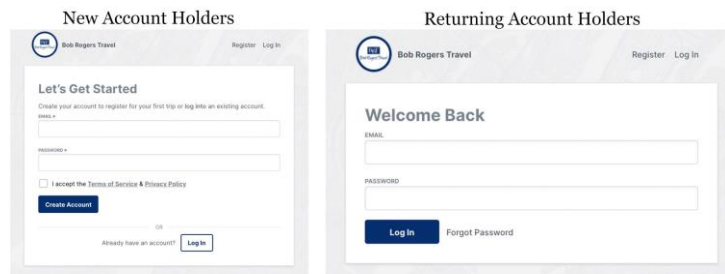
Option 1 (Registration Link)

- Follow the registration link on page 1 and click “Register for this Trip”



Option 2 (Trip Code)

- www.brtpayments.com to begin the registration process.
- Click ‘Register’ and create an account by entering your email address and desired password, accept the Terms of Service and Privacy Policy by clicking the checkbox and click ‘Create Account’
- If you are a returning user, select ‘Log In’ in the right-hand corner and enter your email and password to access your existing account. You’ll be prompted to select an existing trip or enter a new trip code (found in the top right corner of these instructions).



STEP 2: To reserve your spot you must:

- Complete all of the required information by clicking “Add Missing Info” (including personal info, medical info, package type, insurance selection, BRT Terms and Conditions and emergency contact)
- Save a form of payment
(either a credit/debit card or bank information).

A partial registration, or a registration without saving a form of payment does not reserve your spot.

STEP 3: Return to pay your deposit on or before the deposit due date (you can also pay at the same time as registration).

- 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 that you’d like to register additional passengers for and select “Add More Passengers”.

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Information About Trip Protection Options

All payments made to Bob Rogers Travel are non-refundable without the purchase of additional trip protection, which is available during the registration process.

Bob Rogers Travel highly recommends you purchase the “Enhanced” plan, as it includes a Cancel For Any Reason provision. This allows you to cancel for any reason and receive a 75% refund.

Covered Cancellation Reasons

Standard Protection	Enhanced Protection
<p>Only covered reasons as outlined in the Plan Document available at: https://bit.ly/3fijej7</p>	<p>Any reason up until 48 hours prior to departure, including:</p> <ul style="list-style-type: none"> • Poor Grades • Disciplinary Issues • Moving to a new school • Scared to travel • COVID-19 Concerns • Illness of a non-traveling friend or family member

Please note that all insurance policies are sold by TripMate, Inc. not Bob Rogers Travel. All claims decisions are at the sole discretion of TripMate, and Bob Rogers Travel has no influence over the outcome. For further question regarding travel protection options, please contact TripMate at 844-777-6856.

Thank you for choosing Bob Rogers Travel!
Questions? Email: travelersupport@bobrogerstravel.com
 We look forward to helping you create lasting memories!