



Welcome to 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 system to collect trip payments. The following information will assist you in registering and in providing payments for this trip.

Questions? Call 419.366.3568 or email us at payments@noteworthytours.com

TRIP INFORMATION

Group Name:	Mayfield High School Choir
Trip ID:	NY2808MHC
Travel Dates:	March 20 – 24, 2019
Destination:	New York City

ESTIMATED* TRIP PACKAGE COSTS (Based on 54-56 Trip Participants)

Student:	\$782 per student based on the quad (four students per room) occupancy rate
Adult/Chaperone:	\$782 per adult based on the double (two adults per room) occupancy rate

- * Trip package costs are currently based on 54-56 participants riding the motorcoaches.
- * Final trip package costs will be determined once the final number of trip participants has been confirmed.

PAYMENT SCHEDULE

Payment Details	Due Date	Amount Due
Online Registration and Non-refundable Deposit	June 1, 2018*	\$100.00 per participant
2 nd Payment	July 10, 2018*	\$150.00 per participant
3 rd Payment	September 10, 2018*	\$200.00 per participant
4 th Payment	November 10, 2018*	\$200.00 per participant
Final Payment	February 1, 2019*	Balance**

- * A 3% late fee will be assessed the day after each due date on any remaining balance.
- ** The final balance will be determined once the final number of trip participants has been confirmed.

Option #1: TRIP REGISTRATION INSTRUCTIONS for Credit Card Payments

Note: Follow these instructions if ALL of your payments will be made with a credit or debit card.

- ✓ Go to www.noteworthytours.com and click on the green, **INDIVIDUAL BILLING** button.
- ✓ Click on your **Trip ID** (Your school's unique **Trip ID** is located at the top of this form under **Trip Information**.)
- ✓ Locate your **Trip ID** once more and click on the **MORE INFO** button located to the right of your Trip ID.
- ✓ Click **BOOK** to start your reservation
- ✓ Click on **NEW CUSTOMER** and then enter your email address and create a password. Click **SAVE**
- ✓ Enter information as requested on the following pages.
- ✓ Note: A \$100 nonrefundable, per-person deposit is required at the time of booking to confirm your reservation.
- ✓ Note: Payment transactions are processed by PayPal. **A PayPal account is NOT required.**

Option #2: TRIP REGISTRATION INSTRUCTIONS for Check or Money Order Payments

Note: Follow these instructions if ALL of your payments will be made by check or money order.

- ✓ Complete the reverse side of this form if **ALL** of your payments will be made by check or money order.
- ✓ **Mail** a personal check or a money order, along with this completed form, to the mailing address shown on the reverse side.
- ✓ Future statements will be sent to the email address provided on this form.

Option #3: TRIP REGISTRATION INSTRUCTIONS for Payments by Both Credit Card AND by Check

Note: Follow these instructions if some of your payments will be made by credit card and if other payments will be made by check or money order.

- ✓ Your first payment **MUST** be made by credit card. Return to Option #1 and follow the instructions.

ONLINE CREDIT CARD PAYMENT INSTRUCTIONS

To make a credit card payment online, follow these instructions.

- ✓ **Open your email confirmation and click on the MY RESERVATION button located at the bottom of the email.**

TERMS & CONDITIONS

PAYMENT POLICY

- Your account must be current and up to date with payments totaling \$650 (1 payment of \$100, 1 payment of \$150, and 2 payments of \$200 each) by **November 27**, or your reservation will not be included on the hotel room list.
- **The final balance is due by February 1, 2019.** If your final balance has not been received by **February 1, 2019, 2018**, 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 service fee will be charged for checks returned because of 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 \$100 deposit is non-refundable;** however, it may be transferred without penalty to a new (substitute) traveler by informing Noteworthy Tours in writing.
- **Prior to November 10**, a refund less the initial non-refundable \$100 deposit, and less any non-refundable items, including, but not limited to, airfare, theater or concert tickets, admissions, etc., will be issued.
- **On or after November 10, 2018**, a refund less the initial non-refundable \$100 deposit and less a \$200 cancellation fee, and less any non-refundable items, including, but not limited to, airfare, theater/concert tickets, admissions, etc., will be issued.
- **On or after February 1, 2019**, no refunds will be issued for cancellations received.
- Refunds will be applied to your credit card or issued by company check and mailed within 30 days of refund approval.

TRAVEL INSURANCE

The purchase of individual travel insurance is recommended. A link to coverage information and costs is listed on the "Parents" page at www.noteworthytours.com under "Insurance." The Agency ID for Noteworthy Tours, Inc., is **F200712**.

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. Noteworthy Tours carries \$2,000,000 Liability Insurance and \$200,000 Consumer Deposit Protection as recommended by the Student Youth Travel Association (SYTA).

REGISTRATION BY CHECK / AGREEMENT TO TERMS & CONDITIONS

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

By signing this form and by providing a deposit on this trip, you agree to accept the above payment and cancellation policies.

Mailing address: [Noteworthy Tours, Inc., 2165 Bradley Road, Westlake, OH 44145](#)

Make checks payable to: Noteworthy Tours, Inc.

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

QUESTIONS?? Phone: 419.366.3568 Email: payments@noteworthytours.com

Thank you for traveling with Noteworthy Tours!