

BOB ROGERS TRAVEL INDIVIDUAL PAYMENT SYSTEM

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

TRIP DETAILS

Trip ID:	WI000200030
Group Name:	Xavier High School Band , Choir, Orchestra and Theatre Depts.
Group Leader:	Kate Hardt, Laura Kenney, and Maureen Millbach
Destination:	Chicago, IL
Trip Dates:	March 28 - April 1, 2014

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

PACKAGE COSTS

Participant Type	Occupancy			
Student	\$849.00 (all students in Quad occupancy)			
	Quad	Triple	Double	Single
Chaperone	Not Available	Not Available	\$969.00	\$1,185.00

PAYMENT SCHEDULE

Payment Details	Due Date	Amount Due
Registration Deadline	September 20, 2013	---
Deposit	September 27, 2013	\$100.00 per traveler
2 nd Payment	November 29, 2013	\$250.00 per traveler
3 rd Payment	January 17, 2014	\$250.00 per traveler
Final Payment	February 14, 2014	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.

VISA/Mastercard/Discover 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 nontransferrable. No refunds or credits will be issued for a cancelled participant.

For additional assistance, please contact your travel consultant during regular business hours.

INSTRUCTIONS FOR CREATING YOUR IPS ACCOUNT

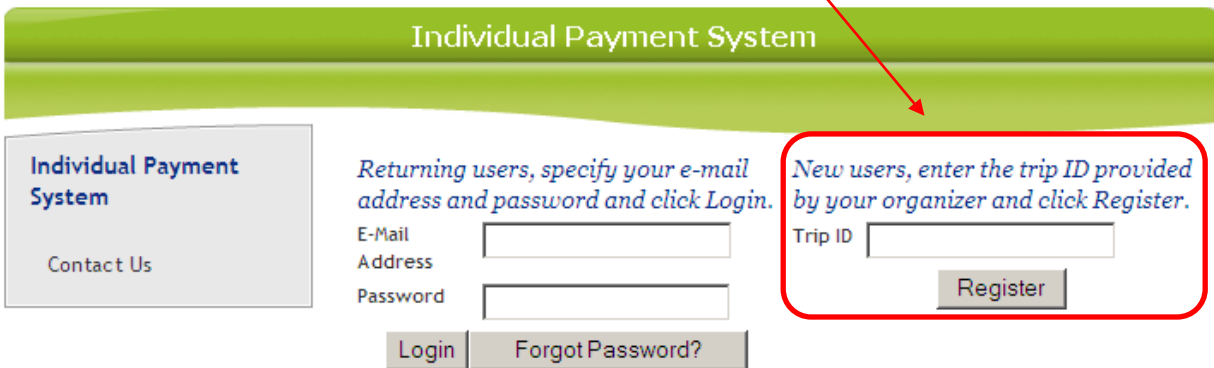
BRT is confident in the ease of registration through our IPS system. However, if for any reason, you have any questions or concerns, please feel free to call or email us and we will happy to assist you.

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, found on the “Bob Rogers Travel Individual Payment System” page
- Internet access to be able to login to **<http://ips.bobrogerstravel.com>**

STEP 1:

- You will need to login with your Trip ID (Example – IA000400010)



Individual Payment System

Individual Payment System
Contact Us

Returning users, specify your e-mail address and password and click Login.

E-Mail Address
Password

New users, enter the trip ID provided by your organizer and click Register.

Trip ID

STEP 2:

- Read Insurance Waiver & Travel Agreement. You will need to check both boxes before continuing with registration.

STEP 3:

- Complete all appropriate fields.
 - Password must be alpha & numeric with a minimum of six characters
 - When choosing your package, students must be placed in quads.

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.
 - 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 **<http://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!*