



Bob Rogers Travel
Making Moments That Matter

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

Trip ID:	OH009400029
Group Name:	Bay High School Vocal Music Department
Group Leader:	Mrs. Devon Gess, Choir Director
Destination:	New York City
Trip Dates:	May 21-24, 2015

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

PACKAGE COSTS

Participant Type	Occupancy			
	Student	\$835.00 (all students in Quad occupancy)		
	Quad	Triple	Double	Single
Chaperone	\$835.00	\$877.00	\$919.00	\$1,087.00

PAYMENT SCHEDULE

Payment Details	Due Date	Amount Due
Registration Deadline	October 22, 2014	---
Deposit	October 29, 2014	\$165.00 per traveler
2 nd Payment	December 3, 2014	\$165.00 per traveler
3 rd Payment	January 22, 2015	\$165.00 per traveler
4 th Payment	February 20, 2015	\$165.00 per traveler
Final Payment	April 2, 2015	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.

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



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bobrogerstravel.com



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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 #: OH009400029to register.
- If you are a returning user, please enter in your E-mail and password to register.

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

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. *(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!