

WeTravel Booking Instructions **By e-Check – OR – Credit / Debit Card**

I. Read all Instructions, Terms and Conditions, and Trip Details carefully.
Please note that ALL Rates are Per Person.

II. Under Available Packages: select your **Desired Package** and click the **“Book Now”** button until a window pops up.

- **STUDENT PACKAGE (QUAD Occupancy)**
4 students in a room with 2 Queen beds: 1 typical Queen & 1 Murphy Queen – same mattresses
- **CHAP/STAFF PACKAGE (DOUBLE Occupancy)**
2 guests in a room with 2 Queen beds: 1 typical Queen & 1 Murphy Queen – same mattresses

III. On the pop-up window, adjust the number of participants on the left side of the package selected. For example:

- **If booking a Student Package only for 1 student, the number “1” should be next to the package selected.** – *If booking this package for more than 1 student, adjust the # of participants as needed. If 2 students, select 2, etc.*
- **If booking a Student Package for 1 student and booking a Chaperone Package for 1 Chaperone, the number “1” should be next to each package selected.**

IV. Under Payment Options: select “Pay deposit” – or – “Pay full amount” and click **“Continue”**

V. Under Buyer Information: fill-in all 4 boxes (First Name, Last Name, Email, Confirm Email)

- Click the box **“Create an account to easily make future payments”**

VI. Under Participant Information: fill-in information for the participant(s) you are enrolling and click **“Continue to Payment”**

- First Name, Middle Name (if applicable), Last Name, Email, Cell # of Main Contact (Parent), Parent Name & Email Address, Date of Birth, Gender & Registration Type
- Note to Organizer for any special requests such as ADA room, etc.

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VII. Under Payment: select “US Checking Account” – **or** – “Credit/Debit Card” and click “**Confirm Booking**”

- **Please note that a 2.9% CC fee for Visa, Mastercard, Discover or 3.9% CC fee for American Express is added upon check-out per transaction (payment installment). There is no additional fee if you pay by e-Check.**

VIII. You will receive an email confirming your booking. You can sign in to your WeTravel account anytime to manage your booking/payments.

Terms and Conditions on the following pages

Terms and Conditions

1. This **Program** is available only to **O'Connor HS Choir Students, Chaperones and Staff**.
2. Participants will have until **June 30, 2023**, to enroll in this program -or- until the trip is fully enrolled, whichever occurs first. At that time, if there are still places remaining, the portal will remain open on a first come first serve basis.
3. A \$250.00 per person *non-refundable* deposit is due when the booking is made.
4. If any of the subsequent installment payments are 10 or more calendar days late, ***without prior arrangements***, it will be treated as a cancellation and the participant's fees paid to that point are non-refundable.
5. The Payment Plan will consist of eight (8) Installments. The first installment is the \$250.00 booking deposit, the next six (6) installments are **\$250.00** each and the final 8th installment is the final payment. Each of the Installment payments, upon receipt, **are non-refundable**.

Installment Payment Plan	Payment Amount	Cumulative Cancellation Non-Refundable Amounts
1st Installment (Booking Deposit)	\$250.00	\$250.00
2nd Installment due by August 12, 2023	\$250.00	\$500.00
3rd Installment due by September 12, 2023	\$250.00	\$750.00
4th Installment due by October 12, 2023	\$250.00	\$1000.00
5th Installment due by November 12,, 2023	\$250.00	\$1250.00
6th Installment due by December 12, 2023	\$250.00	\$1500.00
7th Installment due by January 12, 2024	\$250.00	\$1750.00
8th Installment (Final Payment) due by February 12, 2024	Remaining balance	Full Trip Cost

6. Should the participant pay more than the required installment amount, the non-refundable portion of the payment made will be determined by the date NTE is made aware of the cancelation and the Cumulative Cancellation Non-Refundable Amounts based on the installment payment / date schedule above.
7. **Late Payment Exception:** Participants who have an extenuating circumstance that is resulting in payments to be made after the due date, are requested to email team@note-abletravel.com with additional information. Exceptions for late payments will be made on an individual basis.
8. **Trip Cancelation:** Participants are asked to email team@note-abletravel.com as soon as the need to cancel becomes apparent.
9. Participant enrollments are non-transferable.

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10. Unless a Force Majeure*, all fees paid to Note-Able Travel Experiences for the Program are non-refundable.

***Force Majeure** means an event or circumstance that could not be foreseen or avoided. Such events and circumstances may include, acts of God, war, governmental regulation, terrorism, disaster, strikes, civil disorder, a travel restriction issued by a governmental agency, curtailment of transportation facilities, public health emergency or any other emergency of a comparable nature beyond the parties' control that in each case make it illegal or impossible to perform its obligations under this agreement.

11. Note-Able Experiences (NTE) **strongly suggests** that participants consider purchasing Travel Insurance. NTE offers a RoamRight Plan underwritten by Arch Insurance Company. For additional information, to quote or purchase, a link will be provided at the end of the enrollment process. Purchasing travel insurance is not required in order to purchase any other product or service that NTE has to offer.

12. **Health & Safety Acknowledgement:** Even if vaccinated, and with best practices for Health & Safety, there remains a risk of contracting COVID-19.

Student & Adult Travelers (18+) Required Travel Documents

13. All participants who are 18 years of age and older must present a [government-issued identification](#) (Driver's License, US Passport, etc.) for traveling by air.

14. All participants who are 17 years of age and younger must have a valid photo ID (Driver's License, Learners Permit, or Official School issued photo ID) if traveling by air.

15. It is advisable for all travelers to carry a valid ID for ground travel as well. Those with a Medical Condition should wear a Medical Alert Bracelet or have something that identifies them in case of an emergency.