

**UTSA Spirit of San Antonio
Band Students, Staff, Friends & Families
Orlando – 5 Days / 4 Nights
January 6-10, 2025**



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.

- **QUAD PACKAGE**

4 GUESTS in a room with 2 Queen beds

- **TRIPLE PACKAGE**

3 GUESTS in a room with 2 Queen beds

- **DOUBLE PACKAGE**

2 GUESTS in a room with 2 Queen beds

- **SINGLE PACKAGE**

1 GUEST in a room with 2 Queen beds

III. On the pop-up window, adjust the number of participants on the left side of the package selected and/or add another package, if needed.

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/Middle Name Initial (if applicable), Last Name, Email, Gender, Date of Birth, Cell #, and Registration Type
- If booking a Quad, Triple or Double Package, please list the First & Last Name of ALL other guests sharing the room with you. If booking a Single Package (1 per room), please write N/A.
- Note to Note-Able Travel 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. E-Sign the Terms & Conditions

- After payment has been made, a window will pop up saying the following: “*E-Sign Document Please click on the button below to sign the document requested by your trip organizer*”.

Click on the green “Open and Sign Document” button and proceed to read the Terms and Conditions and e-sign.

IX. 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 for **UTSA Spirit of San Antonio Students, Staff, Friends & Families**.
2. Participants will have until **April 5, 2024**, 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 **\$300.00** 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 May 1, 2024 | \$300.00 | \$550.00 |
| 3rd Installment due by June 1, 2024 | \$300.00 | \$850.00 |
| 4th Installment due by July 1, 2024 | \$300.00 | \$1150.00 |
| 5th Installment due by August 1, 2024 | \$300.00 | \$1450.00 |
| 6th Installment due by September 1, 2024 | \$300.00 | \$1750.00 |
| 7th Installment due by October 1, 2024 | \$300.00 | \$2050.00 |
| 8th Installment (Final Payment) due by November 1, 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 cancellation and the Cumulative Cancellation Non-Refundable Amounts based on the installment payment / date schedules above.
7. **Late Payment Exception:** Participants/Parents 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 Cancellation:** Participants are asked to email team@note-abletravel.com as soon as the need to cancel becomes apparent.

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9. Participant enrollments are non-transferable.
10. 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.
11. **Health & Safety Acknowledgement:** Even if vaccinated, and with best practices for Health & Safety, there remains a risk of contracting COVID-19.

Travelers Required Travel Documents

12. 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.
13. 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.
14. 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.
15. **Note-Able Travel submits a Final Air Manifest to the airline** 45 days prior to travel, or earlier, depending on the airline. Legal Name, DOB, and Gender are required (many airlines accommodate male, female & non-binary as gender options). Please note that the information provided to the airline must reflect exactly what is stated on the traveler's valid Government issued Photo ID (e.g. Driver's License). The policies and fees regarding name changes after the tickets are issued vary by airline but usually range between \$50-\$200+.

Hotel Incidentals

16. Participants are responsible for any hotel related charges such as room service, out-of-hotel telephone calls using the in-room hotel phone, in-house movies, laundry, purchases from the hotel pantry, business center, computer services, and / or the use of any other fee inducing amenities.