

# Spring Trip Payment Policy

- An Initial Deposit of \$250 is due on or before March 15, 2016
- The initial deposit of \$250 is non refundable and non transferrable after September 2, 2016.
- All Cancellations and requests for refund must be received in writing prior to September 2<sup>th</sup> deadline.
- September 2<sup>nd</sup> is a “use it or lose it” date. Any student with a balance of less than \$2000.00 on September 2nd forfeits all monies. The funds become non-transferable to another student on this date.
- As of September 2nd all monies paid on each student’ account become non-refundable and non-transferable
- Full payment must be received by October 14th. Failure to have all monies paid by this date will result in cancellation of your student’s space and any money already paid will not be refunded and cannot be transferred to another student
- If a student must cancel after September 2<sup>nd</sup> (having greater than \$2000.00 balance), that student may transfer any money paid to a “new” student. This cannot be a student already booked on the trip, in other words this “new” student must be a student who will take the place of the student who is canceling. This request must be submitted in writing. NO refunds or transfers of funds will be allowed after January 10<sup>th</sup>
- Regardless of when a student cancels, all fundraising money is nonrefundable but can and is transferable subject to the terms and conditions above.
- If the director removes a student from the trip, for any reason, then all funds will be refunded (except funds generated through fundraising.)
- The only exception to the above policy would be in the event of a school related conflict which occurs after payment have been made. IN this case the decision to refund by what funds have been expended. All non-expended funds can be returned (except fundraising) but funds paid to travel company cannot be refunded.
- To receive a refund for any overpayment you must submit a request for refunds in writing to the treasurer before the end of the school year in which the trip was taken. You may find a link to this form under the “forms” tab on the chorus website.

[www.decaturchorus.com](http://www.decaturchorus.com)