

**INDIVIDUAL PAYMENT SYSTEM**

Your group leader has elected to utilize Bob Rogers Travel's online Individual Payment System (IPS) to collect trip payments. 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).

**Payments will be automatically deducted from your selected card on the payment due dates.**

<b>Group Name</b>	Reed Custer High School Band & Choir	<b>Destination</b>	New York City
<b>Group Leader</b>	Addie Dennis & Kevin Mangan	<b>Trip Dates</b>	June 9-14, 2021

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

Participant Type	Price & Occupancy	
<b>Student</b>	\$1,200.00 (all students in quad occupancy)	
	<b>Double</b>	<b>Single</b>
<b>Chaperone</b>	\$1,350.00	\$1,650.00

Payment Details	Due Date	Amount Due
<b>Registration Deadline</b>	N/A	---
<b>Deposit</b>	September 30, 2020	\$200.00 per traveler
<b>Payment #2</b>	December 1, 2020	\$250.00 per traveler
<b>Payment #3</b>	January 22, 2021	\$250.00 per traveler
<b>Payment #4</b>	March 5, 2021	\$250.00 per traveler
<b>Payment #5</b>	April 30, 2021	Remaining Balance

**CANCELLATION POLICY**

All money and fees paid to Bob Rogers Travel prior to cancellation are non-refundable. No refunds or credits will be issued for a canceled traveler. All cancellations must be confirmed via email by Bob Rogers Travel.

**No refunds or credits will be issued for a cancelled participant.**

## INDIVIDUAL PAYMENT SYSTEM

### INSTRUCTIONS

To create 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 <https://ips.bobrogerstravel.com> to begin the registration process.
- If you are a new user to the IPS system, please enter in Trip ID # IL008700023 in the top right corner of this sheet to register.
- If you are a returning user, please enter in your E-mail and password to register.

The screenshot shows two registration options. The 'Returning Users' section has fields for 'E-Mail address' and 'Password', with 'Login' and 'Forgot password?' buttons below. The 'New Users' section is highlighted with a red border and contains the instruction 'Enter the trip ID provided by your trip organizer and click Register.', a 'Trip ID' input field, and a 'Register' button.

**STEP 2:** Complete all appropriate fields.

*(Password must be alpha & numeric with a minimum of eight characters and one upper case character.)*

**STEP 3:** Read and accept the following Travel Insurance Acknowledgement and Travel Agreement.

**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 <https://ips.bobrogerstravel.com> to review your account and update your payment information.

***Thank you for choosing Bob Rogers Travel!***  
***Questions? Email: [IPShelp@bobrogerstravel.com](mailto:IPShelp@bobrogerstravel.com)***  
*We look forward to helping you create lasting memories!*