



Welcome to Noteworthy Tours Individual Billing!
 Thank you for entrusting Noteworthy Tours with your group's upcoming trip. Your school has chosen to utilize our online Individual Billing system to collect tour payments. The following information will assist you in registering and in providing payments for this tour.

Questions? Call 419.366.3568 or email us at payments@noteworthytrips.com

TRIP INFORMATION

Group Name:	Coventry High School Band and Choir
Tour ID:	FL3211CHB
Travel Dates:	March 1 – 7, 2023
Destination:	Florida

ESTIMATED* TRIP PACKAGE COSTS (Based on 110-112 Trip Participants)

Student:	\$1,113.00 per student based on the quint (five students per room) occupancy rate
Adult/Chaperone:	\$1,373.00 per adult based on the double (two adults per room) occupancy rate

* Trip package costs are currently based on 110-112 participants riding the motorcoaches.

* Final trip package costs will be determined once the final number of tour participants has been confirmed.

PAYMENT SCHEDULE

Payment Details	Due Date	Amount Due
Online Registration and Deposit	May 1, 2022*	\$200.00 per participant
2 nd Payment	July 1, 2022*	\$250.00 per participant
3 rd Payment	September 1, 2022*	\$250.00 per participant
4 th Payment	November 1, 2022*	\$250.00 per participant
Final Payment	December 1, 2022*	Balance**

** The final balance will be determined once the final number of trip participants has been confirmed.

TOUR REGISTRATION INSTRUCTIONS

- ✓ Go to www.noteworthytrips.com and click on the **INDIVIDUAL BILLING** button.
- ✓ Select **MAKE A RESERVATION**.
- ✓ Locate your **Coventry High School Band and Choir Tour ID (FL3211CHB)** and click.
- ✓ Click **BOOK** to start your reservation and then select **NEW CUSTOMER**.
- ✓ **(NOTE: If any member of your family traveled with us in the last three years, your email address is already in the system. Select RETURNING CUSTOMER and enter your email address.)**
- ✓ Enter **the email of the person who will be responsible for making payments for the tour!! DO NOT ENTER THE STUDENT'S NAME OR EMAIL AT THIS POINT!** Click **SAVE**.
- ✓ Enter information as requested on the following pages.
- ✓ After you create your password, you will then enter the names of the participants and other information needed to register for the tour.
- ✓ Enter the traveler name. (Student name – student will be the **main contact** as the student is the traveler.)
- ✓ After you save, you will be able to enter additional names. You can now enter additional students and/or family members who will travel on the tour.
- ✓ Note: A \$200 per-person deposit is required at the time of booking to confirm your reservation.
- ✓ Note: Payment transactions are processed by PayPal. **A PayPal account is NOT required.** Click on PayPal and then click on "Pay with Debit or Credit Card."
- ✓ NOTE: Your first payment **MUST** be made by credit card at the time of registration. After the first payment, additional payments can be made by credit card or by sending a check or money order to **Noteworthy Tours, Inc., 2165 Bradley Road, Westlake OH 44145.**

FUTURE ONLINE CREDIT CARD PAYMENT INSTRUCTIONS

- ✓ Go to www.noteworthytours.com and click on the **INDIVIDUAL BILLING** button.
- ✓ Choose **MAKE A PAYMENT**.
- ✓ Enter your email address and password and then enter information as requested on the following pages.
- ✓ **WE DO NOT KEEP CREDIT CARD NUMBERS ON FILE AND DO NOT AUTOMATICALLY MAKE YOUR PAYMENTS.**

PAYMENT POLICY

- Your account must be current and up-to-date with payments totaling \$700.00 (1 payment of \$200.00 and 2 payments of \$250.00 each) by **October 18, 2022**, or your reservation will not be included on the hotel room list.
- **The final balance is due by December 1, 2022.** If your final balance has not been received by **December 1, 2022**, your reservation will be canceled. No refunds will be issued.
- A \$45.00 service fee will be charged for checks returned because of insufficient funds.

CANCELLATION POLICY

- All cancellations must be made in writing to Noteworthy Tours. The cancellation date will be determined by the postmark or email date.
- **Prior to November 1, 2022**, a refund less any non-refundables from suppliers, and less a non-recoverable online payment processing fee of 4.5% will be issued .
- **On or after November 1, 2022**, a refund less any non-refundables from suppliers, and less a non-recoverable online payment processing fee of 4.5%, and less the value of the non-refundable Disney pass, and less a \$150 per participant cancellation fee, will be issued.
- **On or after December 1, 2022**, no refunds will be issued for cancellations received.
- Refunds will be applied to your credit card or issued by company check and mailed within 30 days of refund approval.

TRAVEL INSURANCE

The purchase of individual travel insurance is recommended. To view information, to explore costs, and to purchase a travel insurance plan, visit <https://www.allianztravelinsurance.com> or call 1.866.884.3556. A Travel Agent ACCAM number is not required to purchase travel insurance.

QUESTIONS?? Phone: 419.366.3568 Email: payments@noteworthytours.com

Thank you for traveling with Noteworthy Tours!