

AGREEMENT TO TRIP POLICIES AND INSTRUCTIONS

To better serve you, Noteworthy Tours offers individual credit card payments online using PayPal. In addition, personal checks and money orders will also be accepted as forms of payment. Please write the school name, traveler's name, and travel dates in the memo section. **Each participant must sign up for the individual payment program by agreeing with the policies and instructions below. A signed copy of this agreement must be included with your payment IF you are paying with personal checks or money orders. For your convenience, a copy of this agreement is emailed with your invoice.**

The billing address for payments is:  
**Noteworthy Tours, 2165 Bradley Road, Westlake, OH 44145.**

**PAYMENT POLICY** - Your first payment is made to the school. The next three payments are scheduled. Each payment made after the due date, will automatically be assessed a 3% late charge based on the amount due. Full payment is due 45 days prior to the trip departure date. If final payment has not been made, you are NOT guaranteed space on this trip. The cancellation policy is outlined below). Remember to include the school name, the traveler's name, and trip dates in the memo section of the personal check or money order (the ONLY other two forms of payment) or your payment will be returned to the return address listed on the check. Additionally, a \$45.00 service fee will be charged for returned checks (insufficient funds).

**NAME CHANGES** - Any name changes must be made in writing, listing the reason for the change. The trip leader must also be notified. Name changes are subject to a \$5 change fee and will be added to your invoice. Name changes are permitted up to 7 business days prior to trip departure. Noteworthy Tours is unable to accommodate additional travelers on the day of arrival.

**REFUND POLICIES AND CANCELLATIONS** - All cancellations must be made in writing by postal or email and reflect the reason for cancellation and be received 30 days prior to departure.

Initial deposits are non refundable, and can be transferred without penalty (unless airline/cruise/Amtrak tickets have been written) to a new (substitute) traveler. If a traveler cancels 30 days or earlier prior to the departure date, the payments minus the initial deposit, plus \$100.00, and any charges levied by airlines, cruise lines, motorcoach lines, hotels, theaters, etc. will be refunded. All payments are forfeited fewer than 30 days prior to departure. If a refund applies, that refund will be paid by a company check and sent within 30 days of refund approval.

**MISCELLANEOUS INFORMATION** - Trip cost is based on quint occupancy. You will receive an updated statement following your payments. Your final invoice will be sent to you, after the office receives the group's rooming list. The final invoice will show any room or attraction supplements, add-on services or any other changes beyond the original trip price.

**TRAVELERS INSURANCE** - It is suggested that each individual purchase insurance. Information may be found at [www.noteworthytours.com](http://www.noteworthytours.com).

**TERMS & CONDITIONS** - By signing the individual payment agreement, making a deposit or making a payment on a trip, you accept the following terms and conditions and information your trip leader has provided you.

**LIABILITY DISCLAIMER**

Noteworthy Tours has organized this trip with outside suppliers. Noteworthy Tours Inc and its agents and employees shall not be responsible for property damage, loss, accident, delay, or by act of God or change in itinerary incurred by any person or participant arising out of the negligence of any direct or supplemental carrier, ground transportation, hotel, or any other person rendering any services, meals or accommodations being offered in this trip. Furthermore, Noteworthy Tours, Inc will not be responsible for any damage or delay due to illness, pilferage, labor dispute, machinery breakdown, quarantine, government restraints, weather or causes beyond our control, or any means of transportation of any person from any cause whatsoever, or for loss or expense occasioned thereby. Noteworthy Tours, Inc will not be responsible for an additional expense, omission, delay re-routing or act of government authority. You also agree to release the school district, the teachers and chaperones from any and all claims arising out of such events, acts or omissions.

If this form is NOT received, you are NOT guaranteed space on this trip. By signing and returning the form below with a check payment, I agree to the conditions as stated above:

Agreement to Trip Policies and Instructions (Please print legibly.)

Parent Name: \_\_\_\_\_

Parent e-mail \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Deposit Amount \$ \_\_\_\_\_

Student Name: \_\_\_\_\_

Check # \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Name of High School \_\_\_\_\_