

## 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>	Plymouth Canton HS Band	<b>Destination</b>	New York City
<b>Group Leader</b>	Michael Wells	<b>Trip Dates</b>	May 15-19, 2020

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

Participant Type	Price & Occupancy	
<b>Student</b>	\$1,149.00 (all students in quad occupancy)	
	<b>Double</b>	<b>Single</b>
<b>Chaperone</b>	\$1,315.00	\$1,635.00

Payment Details	Due Date	Amount Due
<b>Registration Deadline</b>	October 18, 2019	---
<b>Deposit</b>	October 25, 2019	\$200.00 per traveler
<b>Payment #2</b>	November 22, 2019	\$230.00 per traveler
<b>Payment #3</b>	January 17, 2020	\$230.00 per traveler
<b>Payment #4</b>	February 21, 2020	\$230.00 per traveler
<b>Payment #5</b>	April 3, 2020	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.**

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### 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 # MI018100032 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 a 'Login' button and a 'Forgot password?' link. 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!*