

Washington D.C. (January 20 – January 25, 2019)
CANCELLATION FEES SCHEDULE

Student's Name (PRINT ONLY) _____

Homeroom Teacher _____ Soc Stud Teacher _____

The below dates are set by Bailey Tours, Incorporated in case of cancellation. We ask that you give your request in writing to Mr. Whitmer and the paperwork will be processed as soon as possible. At that time, the next student on the waiting list will be contacted and informed of the available occupancy for the trip.

If your child should cancel for any reason, you will forfeit \$75 of your deposit for office processing in addition to any cancellation penalties that apply below.

Cancellation Penalties: Prior to November 21, 2018 - full refund minus the \$75 fee for paperwork processing at FCMS.

Bailey's Tours Incorporated Refund Schedule:

November 22 – December 4, 2018	(minus \$150 and \$75 forfeit collection)
December 5 – December 19, 2018	(minus \$400 and \$75 forfeit collection)
December 20, 2018 – January 2, 2019	(minus \$650 and \$75 forfeit collection)
January 3, 2019 to day of departure	NO REFUND

(No refund for any unused portion of the trip)

By signing below, this indicates that you are aware of the cancellation dates and penalties.

Parent's Signature

Date

Parents Email _____

- _____ Sign here if you would like to use School Pay. SchoolPay will charge a 3% surcharge. If paying with SchoolPay, please pay the initial \$200 deposit to the SchoolPay website by September 17th. Make sure you turn in your white forms to me beginning September 12th even if you are using SchoolPay. **The forms get your spot in line!**