



BOB ROGERS TRAVEL  
Group Travel Specialist

## WELCOME TO BOB ROGERS TRAVEL INDIVIDUAL PAYMENT SYSTEM

Bob Rogers Travel is excited to have the opportunity to plan Wayne Trace High School Band trip. Our number one goal is to make sure you have a fun and enjoyable experience. In order to get started on your way to a lasting memory, you will first need to register in our Individual Payment System (IPS).

Bob Rogers Travel was started in 1981 to make travel worry-free for music directors. Our goal is to provide your students with a quality trip and memories of a lifetime. We are members of the Student Youth Travel Association (SYTA) and the National Tour Association (NTA), both of which have very strict requirements for membership and will only accept the highest of credentials.

Below you will find the details about your IPS Trip Account

<b>Trip ID:</b>	OH002800019
<b>Group Name:</b>	Wayne Trace High School
<b>Group Leader:</b>	Robbie Lucas
<b>Destination:</b>	Orlando, FL
<b>Trip Dates:</b>	March 30-April 4, 2012
<b>Registration Deadline:</b>	August 1, 2011
<b>Travel Consultant:</b>	Doug Roberts

Estimated package costs for a participant in Quad Occupancy is \$769.00 per person based upon 50-52 travelers. Proposed package cost is based on projected participation and occupancy. Package cost is subject to change.

Below is the payment outline, based on Quad Occupancy, for your scheduled trip

Payment Details	Due Date	Amount Due
Initial Deposit	August 8, 2011	\$100.00 per traveler
2nd Payment	September 15, 2011	\$165.00 per traveler
3rd Payment	November 1, 2011	\$165.00 per traveler
4th Payment	December 15, 2011	\$165.00 per traveler
Final Payment	February 1, 2012	\$174.00 per traveler

Payments must be made through the IPS system via **VISA, MasterCard, DISCOVER** Credit / Debit Card or Gift Card and will be automatically deducted from your selected card on the payment due dates.

### CANCELLATION POLICY

All cancellations must be in writing to Bob Rogers Travel. The date of the postmark is the date used to determine the amount of the cancellation fee. All money and fees paid prior to the individual cancellation are nonrefundable. No refunds or credits will be issued for a cancelled participant.

*If you have any questions, please feel free to call your Travel Consultant during regular business hours*



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## INSTRUCTIONS FOR CREATING YOUR IPS ACCOUNT

BRT is confident in the ease of registration through our IPS system. However, if for any reason, you have any questions or concerns, please feel free to call or email us and we will happy to assist you.

You will need the following items to be able to create your IPS Account.

- An active Credit / Debit / or Pre-Paid Card with either the Visa, MasterCard or Discover Logo
- An active email account
- Your Trip ID, this can be found on your “Welcome to Bob Rogers Travel page”
- Internet access to be able to login into <http://www.bobrogerstravel.com/ips/>

### STEP 1:

- You will need to login with your trip id (Ex. IL000100107)

### STEP 2:

- Read Insurance Waiver & Travel Agreement. You will need to check both boxes before continuing with registration.

### STEP 3:

- Please fill out all appropriate fields.
  - Password must be alpha & numeric with a minimum of six characters
  - When choosing your package, students must be placed in quads. Chaperones/Parents will require director approval

### STEP 4:

- Once all appropriate information has been supplied, an enrollment email will be sent to the provided address. All future notifications will come via email.
  - If you would like to view the status of your account or enroll additional participants, please return to <http://www.bobrogerstravel.com/ips/> and login using your email & Password.

*Thank you for choosing Bob Rogers Travel, we look forward to working with you and helping create lasting memories.*



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