

## INDIVIDUAL PAYMENT SYSTEM

Your group leader has elected to utilize Bob Rogers Travel's online Individual Payment System (IPS) to collect trip payments. Please read the following information to assist you in registering for this trip.

### TRIP DETAILS

<b>Trip ID:</b>	IA003600012
<b>Group Name:</b>	Vinton-Shellsburg High School Band & Choir
<b>Group Leader:</b>	Michala Martin & Nick Waymire, Directors
<b>Destination:</b>	New York City, NY
<b>Trip Dates:</b>	June 3-8, 2019

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

Participant Type	Occupancy	
<b>Student</b>	\$1,344.00 (all students in quad occupancy)	
	<b>Double</b>	<b>Single</b>
<b>Chaperone</b>	\$1,495.00	\$1,795.00

Payment Details	Due Date	Amount Due
<b>Registration Deadline</b>	May 8, 2018	---
<b>Deposit</b>	May 15, 2018	\$100.00 per traveler
<b>2<sup>nd</sup> Payment</b>	September 12, 2018	\$400.00 per traveler
<b>3<sup>rd</sup> Payment</b>	February 13, 2019	\$400.00 per traveler
<b>Final Payment</b>	April 15, 2019	Remaining Balance

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) and will be automatically deducted from your selected card on the payment due dates.

**All Gift Cards are not accepted.**

### CANCELLATION POLICY

All cancellations must be in writing to Bob Rogers Travel. All money and fees paid prior to the individual cancellation (determined by the postmark or email date) are nonrefundable and nontransferable. No refunds or credits will be issued for a cancelled participant.



## INSTRUCTIONS FOR CREATING 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 [ips.bobrogerstravel.com](http://ips.bobrogerstravel.com) to begin the registration process.
- If you are new user to the IPS system, please enter in Trip ID #: IA003600012 to register.
- If you are a returning user, please enter in your E-mail and password to register.

The screenshot shows two registration options side-by-side. On the left, the 'Returning Users' section has input fields for 'E-Mail Address' and 'Password', with 'Login' and 'Forgot Password?' buttons below. On the right, the 'New Users' section is highlighted with a red border and contains the instruction 'Enter the trip ID provided by your organizer and click Register.' followed by 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 [ips.bobrogerstravel.com](http://ips.bobrogerstravel.com) to review your account and update your payment information.

*Thank you for choosing Bob Rogers Travel –  
we look forward to helping you create lasting memories!*