

## **Wilson Music Boosters' Music Trip Payment Policy for Wilson Music Trip Participants**

### **Overview**

This information is prepared by the Wilson Music Boosters so that all parties are aware of, and agree to, the conditions set forth concerning student or adult participation (hereafter referred to as "trip participant") in a Wilson Music Department trip (Band, Chorus, and Orchestra).

### **Booster Responsibilities**

The Music Boosters serve the role of collecting money and making payments on behalf of the students who have committed to participating in a Music trip. The payments are made in turn by the Music Boosters to the travel companies and/or trip agent. Once the payments have been made to the travel company and/or trip agent, any financial disputes regarding a trip participant's account, including but not limited to overdue balances or late fees, become the individual trip participant's responsibility to resolve.

### **Payments**

All checks are payable to WILSON MUSIC BOOSTERS and must be deposited into the RED BOX located in school. *Payment envelopes must be marked clearly with the student's name and trip for which the payment is to be applied.* Trip participants should check with their Director for the box's location.

Trip participants will be required to remit a deposit and a signed agreement in order to be considered eligible to go on the trip. Under no circumstances will deposits be refunded after the Director makes a financial commitment to the travel company. Trip participants who do not submit the payment and any required accompanying forms will not be registered for the trip. In the event that there is space available after the deadline, eligible trip participants may sign up for the trip at the discretion of the Director. However, the trip participant must make the initial deposit and any other payments due at that time before being registered for the trip. All payments must be made by check or by the use of Booster fundraising credits.

Please check the Wilson Music Boosters web site for payment amounts. This site will be updated should the cost of the trip be revised. If a trip is not paid in full prior to departure, the trip participant will not be able to go on the trip. Details of each trip will be provided by the individual Music Department Director, and questions pertaining to the trip should be directed to them. Payments must be made by the DUE DATES noted.

### **Returned Checks**

If a check is returned by the bank for any reason (e.g. insufficient funds or inactive account), the payee is responsible for reimbursing the Music Boosters for the amount of the check plus the bank returned check fee. If the payment is not made, the amount of the check plus the bank fee will be added to the cost of the trip. Any person whose check is returned by the bank for any reason will be required to pay (by certified check made payable to Wilson Music Boosters) for any subsequent fundraisers or trip payments. Personal checks or cash will be returned and no credit will be given to the trip participant.

### **Use of Booster Fundraising Credits**

Booster fundraising credits accumulated in the trip participant's applicable Music Booster credit account can be used to pay for any trip. Credits can be used for the initial deposit and any subsequent payment(s). For trips that have a total cost of \$225 or less, trip participants can use credits to pay for the amount of the initial deposit if they have a starting balance of \$100 of accumulated credit in their account when the deposit is due. For trips that have a total cost of more than \$225, trip participants can use credits to pay for the amount of the initial deposit if they have a starting balance of \$150 of accumulated credit in their account when the deposit is due. Subsequent payments can use any combination of credits and checks to pay any balance due. Any Booster fundraising credits posted to the trip participant's account after the final payment due date will be carried over to the next year. Trip participants leaving the music program can either forward the credits to another student participant in the Wilson Music Program or donate the credits to the Wilson Music Boosters.

### **Definitions of “Approved Reason” and “Unapproved Reason”**

Trip participants that have paid their deposit or any other payment toward the trip and indicate at some point thereafter that they are unable to go on the trip must provide a reason to their Director and their Music Boosters Liaison. Parents of students who will not be participating after making a deposit must submit to the Liaison of the Music Boosters a written request (signed letter or email) and provide a copy to the Music Director. For the purpose of this trip policy, these reasons will be categorized as either “Approved Reasons” or “Unapproved Reasons.” “Approved reasons” are those extenuating circumstances over which the trip participant has no control. Examples of approved reasons include but are not limited to a recent death in the family, illness, injury, and weddings. Conversely “unapproved reasons” are those situations which the trip participant can control. Examples of unapproved reasons include but are not limited to work, academic ineligibility, disciplinary actions, unpaid balances from previous trips, and alternative school trips, functions or sports. A committee consisting of the elected officers of the Music Boosters’ executive board, the trip participant’s liaison, and the involved director will decide the validity of the trip participant’s submitted reason for not participating in the trip.

### **Financial Obligations For Trip Participants Not Attending Trip With An Approved Reason**

For trip participants that cannot participate in the trip due to an approved reason, 100% of any remittance paid to date for the trip by either check or cash will be credited to the trip participant’s Booster fundraising credit account for future use. Alternatively the trip participant may choose to receive a cash refund equal to the amount of remitted cash or checks. All accrued Booster fundraising credits that had already been remitted for trip payments will be re-credited to the trip participant’s fundraising credit account. The committee consisting of the elected officers of the Music Boosters’ executive board, the trip participant’s liaison, and the involved director that decides on the validity of the approved reason will reserve the right to decide on any special considerations and compensation to be awarded to the affected trip participant based on the nature of the specific extenuating circumstances.

### **Financial Obligations For Trip Participants Not Attending Trip With An Unapproved Reason**

If after paying the deposit or any other payments, and you are unable to go on a trip for an unapproved reason, you are responsible for the remaining payments or you need to find a replacement for your spot on the trip; the balance owed must be paid in full. The replacement must be chosen and then approved by the Music Director. The replacement and his/her parent(s) are also responsible for signing and submitting all pertinent trip paperwork. Any and all payments due at the time that the replacement is approved must be paid either within two weeks of the replacements approval or prior to departure, whichever is sooner. Any arrangements regarding previous payments is strictly between the student who originally signed up for the trip and the replacement. If a replacement is not found or if there is an unpaid trip balance, the involved trip participant will not be permitted to go on any other trip until the balance has been paid in full. All fundraising credits earned in the future will be automatically applied to the unpaid balance. Additionally, the school administration will be notified regarding the situation.

For trip participants that cannot participate in the trip due to an unapproved reason, no refunds will be paid to the trip participant for any remitted cash or checks. No accrued Booster fundraising credits that had been applied to trip payments will be re-credited to the trip participant’s account; i.e. no Booster fundraising credits will be refunded for any reason.

### **Refunds**

Except as noted in the Financial Obligations sections above, refunds of payments made to the travel company are specified and exclusively dictated by the refund policy of the travel company/travel agent that the Director has signed a contract with for the specified trip. To the extent that refunds are provided by the travel company for cancellations, that amount of money or credit will be returned to the student who was unable to attend. The Wilson Music Boosters have no control, responsibility or role with the travel company’s/agent’s refund policy. If a Director is not working with a travel company/travel agent for a specific trip or the travel company does not have a refund policy, the provision for any potential refunds that are awarded to a trip participant will follow the Financial Obligation sections guidelines as stated in this policy.

## Music Boosters Trip Policy Agreement Form

Your student's trip registration will not be valid unless this form is signed and returned with your payment.

My signature on this form affirms that we have read and understand the Music Trip Payment Policy, and will honor the guidelines set forth in the policy.

My son/daughter has permission to participate in \_\_\_\_\_ trip to  
name of school

\_\_\_\_\_ on \_\_\_\_\_  
trip destination date(s) of trip including year

Student Name: \_\_\_\_\_ Group: \_\_\_\_\_  
(band, guard, chorus or orchestra)

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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