



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 ID:	MI000500058
Group Name:	Shotime Productions
Group Leader:	Steve Olsen, Director
Destination:	Austria
Trip Dates:	April 1-8, 2018

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

Participant Type	Occupancy	
Student	\$3,389.00 (all students in double occupancy)	
	Double	Single
Adult	\$3,389.00	\$3,779

Payment Details	Due Date	Amount Due
Registration Deadline	April 20, 2017	---
Deposit	April 27, 2017	\$250.00 per traveler
2nd Payment	June 15, 2017	\$500.00 per traveler
3rd Payment	August 15, 2017	\$500.00 per traveler
4th Payment	October 16, 2017	\$500.00 per traveler
5th Payment	December 15, 2017	\$500.00 per traveler
Final Payment	February 15, 2018	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 to begin the registration process.
- If you are a new user to the IPS system, please enter in Trip ID #: MI000500058 to register.
- If you are a returning user, please enter in your E-mail and password to register.

Returning Users

E-Mail Address

Password

New Users

Enter the trip ID provided by your organizer and click Register.

Trip ID

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 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 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!*