

## 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>	MI000500074
<b>Group Name:</b>	Shotime Production Tour Choir
<b>Group Leader:</b>	Steven Olsen
<b>Destination:</b>	Italy
<b>Trip Dates:</b>	June 25-July 2, 2020

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

Participant Type	Occupancy	
<b>Student</b>	\$3,495.00 <i>(All students in triple/double occupancy)</i>	
	<b>Double</b>	<b>Single</b>
<b>Chaperone</b>	\$3,495.00	Not Available

Payment Details	Due Date	Amount Due
<b>Registration Deadline</b>	November 23, 2018	---
<b>Deposit</b>	November 30, 2018	\$250.00 per traveler
<b>2<sup>nd</sup> Payment</b>	March 29, 2019	\$500.00 per traveler
<b>3<sup>rd</sup> Payment</b>	May 31, 2019	\$500.00 per traveler
<b>4<sup>th</sup> Payment</b>	July 31, 2019	\$500.00 per traveler
<b>5<sup>th</sup> Payment</b>	September 30, 2019	\$500.00 per traveler
<b>6<sup>th</sup> Payment</b>	February 28, 2020	\$500.00 per traveler
<b>Final Payment</b>	April 30, 2020	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 #: MI000500074 to register.
- If you are a returning user, please enter in your E-mail and password to register.

The screenshot shows two side-by-side login/register options. On the left, under the heading "Returning Users", there are input fields for "E-Mail Address" and "Password", and buttons for "Login" and "Forgot Password?". On the right, under the heading "New Users", there is a text prompt "Enter the trip ID provided by your organizer and click Register.", an input field for "Trip ID", and a "Register" button. The "New Users" section is highlighted with a red rounded rectangle.

### 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!*