



TOUR CONSULTANTS

Jeff Bennett - Owner: 231-838-1925
Linda Perin - Business Mgr: 269-953-8101
Fax: 269-953-1082

jeff@bennett-travel.com
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www.bennett-travel.com

**TRIP DOCUMENTS
PACKAGE**

SOUTH HAVEN HIGH SCHOOL MUSIC
Jeff Bopp / Sarah Bopp / Jessica Fiedorowicz, Directors

UNIVERSAL STUDIOS / DISNEY WORLD!

Orlando, FL
APRIL 2 – 7, 2023

Please provide this Package & the Student Deluxe CFAR Travel Protection Plan to all participants



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SOUTH HAVEN HIGH SCHOOL MUSIC
 [prepared 2/4/22]
 Jeff Bopp/Sarah Bopp/Jessica Fiedorowicz – Directors
UNIVERSAL STUDIOS / DISNEY WORLD!
Orlando, FL
APRIL 2-7, 2023

(6 days/3 hotel nights/3 motor coaches)

[3 DAY/3 PARK UNIVERSAL PASS & 1 DAY DISNEY HOLLYWOOD STUDIOS PASS]

FIRM

PRICE:

\$1382 per person based on 136-140 participants – Quad Occ.-Students
\$1420 per person based on 136-140 participants – Triple Occ.-Students
\$1498 per person based on 136-140 participants – Double Occ.-Adults
\$1732 per person based on 136-140 participants – Single Occ.-Adults

Note: Online Payments have been requested for this trip

THREE COMPLIMENTARY TRIP(S) BASED ON 106-110 PARTICIPANTS

PRICE ADJUSMENT BASED ON NUMBER OF PARTICIPANTS:

#'s	Quad Occ.	Triple Occ.	Double Occ.	Single Occ.
131-135	\$1430	\$1470	\$1550	\$1794
126-130	\$1480	\$1522	\$1604	\$1856
121-125	\$1530	\$1574	\$1660	\$1920
116-120	\$1584	\$1628	\$1718	\$1986
111-115	\$1640	\$1686	\$1778	\$2056

Note: If the number of paying participants drops below 111, use the two-bus quote.

Note: Empty bus seats are covered in these prices.

THREE DELUXE MOTOR COACH(S) for round trip from SOUTH HAVEN, MI to ORLANDO, FL.

FIRST CLASS HOTEL ACCOMMODATIONS PROVIDED for THREE NIGHTS

SECURITY WILL BE PROVIDED FOR GROUP AT HOTEL EACH NIGHT

MEALS PROVIDED:

4/2/23	\$10 CASH BACK for LUNCH en ROUTE
4/2/23	DINNER BUFFET at GOLDEN CORRAL (provided)
4/3/23	BREAKFAST BUFFET en GOLDEN CORRAL (provided)
4/3/23	\$10 CASH BACK for LUNCH at VOLCANO BAY WATERPARK
4/3/23	\$10 CASH BACK for DINNER at DISNEY SPRINGS/UNIVERSAL CITY WALK
4/4/23	BUFFET BREAKFAST at HOTEL
4/4/23	\$30 CASH BACK for MEALS
4/5/23	BUFFET BREAKFAST at HOTEL
4/5/23	\$30 CASH BACK for MEALS
4/6/23	BUFFET BREAKFAST at HOTEL
4/6/23	\$30 CASH BACK for MEALS
4/7/23	\$20 CASH BACK for MEALS en ROUTE

ADMISSION TO THE FOLLOWING ACTIVITIES:

- 1-DAY DISNEY WORLD PASS to HOLLYWOOD STUDIOS
- 3-DAY UNIVERSAL 3-PARK PASS
 - a. Volcano Bay Water Park
 - b. Islands of Adventure (Harry Potter, plus more attractions)
 - c. Universal Main (Harry Potter, plus more attractions)
- UNIVERSAL MARCHING BAND PERFORMANCE (pending Universal approval)
- UNIVERSAL CONCERT ORCHESTRA PERFORMANCE (pending Universal approval)
Note: Bennett Travel will take care of the Universal Application. Please send a YouTube video to us by 4/1/22. Universal requires two selections performed, preferably in uniform. For the marching band recording, Universal would prefer your halftime show.
- **IMPORTANT:** Universal Studios requires all performing ensembles to have a minimum of 40 performers.

ADDITIONAL SERVICES INCLUDE:

- Full time (24/7) Tour Director who will travel with your group. They are all retired band, orchestra and choir directors of extremely successful programs – very detailed and know all our travel destinations extremely well
- Preferred Tour Operator Pricing
- \$6,000,000.00 Liability Insurance
- Only contracting with in-state based motor coaches when possible
- Bus Driver tips
- Private Night Time Security Guards dedicated to your group
- String Back Packs, Luggage Tags and Lanyards provided
- A Travel Protection Plan including Cancel for Any Reason (CFAR) is available
- Free Clinic available for HS Ensembles by Bennett Travel
- Trip meeting with all participants prior to departure
- Additional meetings with director/boosters as needed
- Further changes to itinerary will be made if requested or needed
- Online payments for entire group directly to Bennett Travel

**BENNETT TRAVEL CANNOT BE RESPONSIBLE FOR INCLEMENT WEATHER DELAYS OR CANCELLATIONS
BENNETT TRAVEL WILL NOT BE RESPONSIBLE FOR STUDENTS IN POOL AREA OR BEACH AREA**

PAYMENT SCHEDULE FOR THIS TRIP - 2023:
SOUTH HAVEN HS MUSIC TO FLORIDA
(Note: Instructions will be provided for Online Payments)

STUDENT Payment/Amount Due Dates - \$1382 Total based on 136-140 @ QUAD Occupancy

Payment 1: \$170 – Due MAY 15, 2022
Payment 2: \$170 – Due JUNE 15, 2022
Payment 3: \$170 – Due SEPTEMBER 2, 2022
Payment 4: \$170 – Due OCTOBER 2, 2022
Payment 5: \$170 – Due NOVEMBER 2, 2022
Payment 6: \$170 – Due DECEMBER 2, 2022
Payment 7: \$170 – Due JANUARY 2, 2023
Payment 8: \$192 – Due FEBRUARY 2, 2023

STUDENT Payment/Amount Due Dates - \$1420 Total based on 136-140 @ TRIPLE Occupancy

Payment 1: \$170 – Due MAY 15, 2022
Payment 2: \$170 – Due JUNE 15, 2022
Payment 3: \$170 – Due SEPTEMBER 2, 2022
Payment 4: \$170 – Due OCTOBER 2, 2022
Payment 5: \$170 – Due NOVEMBER 2, 2022
Payment 6: \$170 – Due DECEMBER 2, 2022
Payment 7: \$170 – Due JANUARY 2, 2023
Payment 8: \$231 – Due FEBRUARY 2, 2023

ADULTS Payment/Amount Due Dates - \$1498 Total based on 136-140 @ DOUBLE Occupancy

Payment 1: \$170 – Due MAY 15, 2022
Payment 2: \$170 – Due JUNE 15, 2022
Payment 3: \$170 – Due SEPTEMBER 2, 2022
Payment 4: \$170 – Due OCTOBER 2, 2022
Payment 5: \$170 – Due NOVEMBER 2, 2022
Payment 6: \$170 – Due DECEMBER 2, 2022
Payment 7: \$170 – Due JANUARY 2, 2023
Payment 8: \$308 – Due FEBRUARY 2, 2023

ADULTS Payment/Amount Due Dates - \$1732 Total based on 136-140 @ SINGLE Occupancy

Payment 1: \$170 – Due MAY 15, 2022
Payment 2: \$170 – Due JUNE 15, 2022
Payment 3: \$170 – Due SEPTEMBER 2, 2022
Payment 4: \$170 – Due OCTOBER 2, 2022
Payment 5: \$170 – Due NOVEMBER 2, 2022
Payment 6: \$170 – Due DECEMBER 2, 2022
Payment 7: \$170 – Due JANUARY 2, 2023
Payment 8: \$542 – Due FEBRUARY 2, 2023

IMPORTANT ROOM LIST DEADLINE: JANUARY 19, 2023

FINAL PAYMENT DEADLINE: FEBRUARY 2, 2023

School/Boosters may send fund-raising checks to:

Bennett Travel

861 Arthur Ct

Hastings, MI 49058

STRONGLY RECOMMENDED:

Travel Protection Plan including Cancel for Any Reason (CFAR) is available

by TRAVEL INSURED INTERNATIONAL, LLC

Note: Bennett Travel will provide your group leader the web link dedicated to your school

Please feel free to navigate through our web site to learn more about Bennett Travel, LLC

'Thank you for the opportunity to serve you'



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TENTATIVE ITINERARY
SOUTH HAVEN HIGH SCHOOL MUSIC
[prepared 2/4/22]
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UNIVERSAL STUDIOS / DISNEY WORLD!

Orlando, FL

APRIL 2-7, 2023

(6 days/3 hotel nights/2 or 3 motor coaches)

[3 DAY/3 PARK UNIVERSAL PASS & 1 DAY DISNEY HOLLYWOOD STUDIOS PASS]

SUNDAY, APRIL 2, 2023

6:00 AM **CHAPERONES arrive in preparation for TRIP CHECK-IN**

6:45 AM **STUDENTS arrive and CHECK-IN begins**

7:45 AM Buses arrive and group will meet for roll check and packing motor coaches. Meet your full time **Tour Director(s)**, who will travel with you from beginning of trip until you return.

TD will need the two front seats behind the bus driver on Bus 1

Note: Directors to have a loading crew established for loading instruments on motor coaches

School Address: *South Haven High School, 600 Elkenburg, South Haven, MI*

Motor Coach Company: *Cardinal Bus, Holland, MI*

DRIVERS: Pick up will be in front of the high school in the bus loop.

Very easy to find!

****VERY IMPORTANT: BUS BAYS WILL NOT BE ACCESSIBLE UNTIL HOTEL CHECK IN****

8:45 AM ETD from South Haven High School to Orlando, Florida with food/rest stops en route.

12:00 PM ETA for **LUNCH on OWN at CASTLETON SQUARE MALL (\$10 CASH BACK for LUNCH)**

- 1:00 PM ETD for **FLORIDA**
- 5:30 PM ETA for **DINNER at GOLDEN CORRAL (provided)** [this is 6:30 pm EST]
CST
- 7:00 PM ETD for **FLORIDA**

MONDAY, APRIL 3, 2023

- 7:00 AM **QUICK STOP at TURKEY LAKE TRAVEL PLAZA**
EST (Restrooms/Change clothes, if necessary)
- 7:45 AM ETA for **BUFFET BREAKFAST at GOLDEN CORRAL (provided)**
- 9:30 AM ETD for **UNIVERSAL'S VOLCANO BAY**
(**\$10 CASH BACK for LUNCH**)
- 10:00 AM **VOLCANO BAY!**
- 4:30 PM ETD for **HOTEL**
[Note: 5pm is normal check in time at hotels near Disney and Universal]
Hotel: Springhill Suites – Marriott Village
[Security will be available for your group each night]
Enjoy the amenities at the HOTEL
- 5:00 PM ETA at **HOTEL & CHECK IN**
- 6:00 PM ETD for **DISNEY SPRINGS**
(**\$10 CASH BACK for DINNER**)
- 9:30 PM ETD for **HOTEL**

TUESDAY, APRIL 4, 2023

- 7:30 AM **BUFFET BREAKFAST at HOTEL (provided)**
(**\$30 CASH BACK for MEALS**)
- 8:30 AM ETD for **UNIVERSAL STUDIOS**
Enjoy **CITY WALK, UNIVERSAL MAIN PARK, ISLANDS OF ADVENTURE**
- TBD **MARCHING BAND PERFORMANCE**
- TBD **ORCHESTRA PERFORMANCE**
- TBD **Enjoy UNIVERSAL the remainder of the day**
- 10:00 PM ETD for **HOTEL**

WEDNESDAY, APRIL 5, 2023

7:30 AM **BUFFET BREAKFAST at HOTEL (provided)
(\$30 CASH BACK for MEALS)**

8:30 AM ETD for **UNIVERSAL STUDIOS**
Enjoy CITY WALK, UNIVERSAL MAIN PARK, ISLANDS OF ADVENTURE

10:00 PM ETD for **HOTEL**

THURSDAY, APRIL 6, 2023

7:30 AM **BUFFET BREAKFAST at HOTEL (provided) & CHECK OUT
(\$30 CASH BACK for MEALS)**

8:30 AM ETD for **DISNEY WORLD – HOLLYWOOD STUDIOS [Star Wars!]**

10:00 PM ETD for **MICHIGAN**

FRIDAY, APRIL 7, 2023

9:00 PM ETA at **SOUTH HAVEN HIGH SCHOOL**
(\$20 CASH BACK for MEALS en ROUTE)



SAFETY & SECURITY

The safety of every participant traveling with Bennett Travel is our utmost priority

LIABILITY INSURANCE

Bennett Travel maintains general and professional liability insurance coverage at \$6,000,000.

DISINFECTANT & CLEANLINESS PROTOCOLS

Our partner motor coach companies, hotels, and venues have put in place new cleaning and disinfecting protocols to assist in a safe travel experience.

TRAVEL HEALTHCARE ASSISTANCE

Should medical assistance be needed while on tour, Bennett Travel has procedures that allow for a quick medical response. Our Tour Directors have access to the nearest medical treatment facility and will assist in securing transportation if needed.

EMERGENCY PLAN 24/7

In collaboration with local authorities and the US Department of Homeland Security, we follow their guidelines and alerts. Should you need to contact Bennett Travel after hours, please call our emergency line at 231-838-1925. Since your Tour Director will be traveling with you throughout the entire trip, they have been instructed on how to handle any given situation. All of our Tour Directors are former band, orchestra and choir directors of very successful programs, thus, giving them an advantage of working with unexpected situations.

MOTOR COACH COMPANY

Motor coach companies that are selected by Bennett Travel have gone through an extensive evaluation to insure the best company, coaches, and drivers. Bennett Travel individually selects most drivers.

VENDOR EVALUATIONS

All of our vendors such as hotels, restaurants and attractions receive an annual evaluation by Bennett Travel.

TRIP INTERRUPTION

If there is a travel delay requiring overnight accommodations and meals, Bennett Travel will make the necessary arrangements. Depending on the circumstances, the group may or may not be responsible for the additional costs involved.

NIGHTTIME SECURITY

Bennett Travel provides nighttime security guard(s) dedicated to your group.

FOOD SENSITIVITY POLICY

Bennett Travel is happy that you are joining your school's upcoming trip. We believe that food is an important part of every trip and that parents and students know best how to meet their dietary needs during the trip.

When your trip includes a meal at a hotel or dining establishment, there will generally be options available for participants who need vegetarian, gluten free, or dairy-free food. It is the responsibility of the participant to notify the Group Leader of any special dietary needs. The Group Leader needs to send this list to Bennett Travel at least 90 days in advance of the trip. If we are unable to meet your dietary needs, please bring your own food (in a cooler if needed) to ensure your safety and satisfaction.



BENNETT TRAVEL TERMS of SERVICE

- Bennett Travel will create a custom itinerary and payment schedule and handle all the necessary reservations, deposits, and payments to vendors and suppliers for your group. Bennett Travel will provide updates to the itinerary as needed until the final itinerary is confirmed.
- When a group is flying, it will be necessary for Bennett Travel to disclose some of your personal information with the airlines.
- The Group Leader will provide each trip participant with a copy of the Trip Documents Package. For groups using the on-line payment system the Trip Documents Package is also posted in the online portal to view or download.
- The Trip Price is based upon the final participation as confirmed by the Group Leader. Refer to the Trip Price participation tiers included in the Trip Documents Package. The Group Leader is responsible for communicating any change in participation and Trip Price to their group.
- Should a motor coach company add a fuel surcharge to the original contracted price, the Group is responsible for paying any additional surcharges to Bennett Travel before the trip departure date. Bennett Travel will remit payment of the surcharges to the motor coach company.
- The final group count will be based on the Hotel Room List for overnight trips or the Final Participation List for one-day trips. The Group Leader will provide this list and send to Bennett Travel at least **TWO WEEKS** before the **Final Payment Date**.
- **A Travel Protection Plan, including CFAR coverage (Cancel for Any Reason)**, for individual participants is available for purchase from Travel Insured International, LLC. For all trips, Bennett Travel will create a unique Group Account with Travel Insured International and send the Group Leader a Trip Documents Package with the link for your group. The Group Leader will provide this link to all trip participants so they will have the ability to purchase trip insurance at the Group rate. Travel Insured International, LLC is not affiliated with Bennett Travel, LLC. Travel protection is not required to participate in the trip, however Bennett Travel strongly recommends this additional security.

ADDITIONAL TERMS of SERVICE FOR ON-LINE PAYMENTS ONLY

- When a Group Leader selects online payments; all participants within the group will create an online account portal through which all credit card payments will be processed. Instructions will be provided for creating your online account. We accept VISA, MASTER CARD, DISCOVER & AMERICAN EXPRESS. **Bennett Travel cannot accept credit card payments over the phone and cannot accept mail-in payments from individual trip participants.**
- A trip participant is not registered for the trip until the entire first payment amount due for each Traveler in your online payment account has been paid. A partial payment or an account with no payment does not secure your registration in the trip.
- Upcoming and missed payment reminders will be sent once for each payment due date. Your credit card will not be automatically charged for each payment. You must log into your online account and submit the payment by the due date as determined in the Payment Schedule. Failure to pay the Account Balance Due by the Final Payment Date may constitute voluntary cancellation from participation in the trip with forfeiture of all prior payments. The Payment Schedule is available from your Group Leader and is also included in your online account portal.
- Upon receipt of the group hotel room list from the Group Leader, any hotel room cost adjustments based upon a participant's room type assignment will be applied to the participant's online account. This may be an increase or decrease to your Trip Price. It is the responsibility of the trip participant to pay their account balance in full unless other arrangements have been made with your Group Leader.
- If your group has fund raising or other monies available through the School or Boosters Organization that will be used to assist participants in paying for the trip, the Group Leader will send an authorized check and participant list to Bennett Travel. The funds will be added on-line to each designated participant.



TRAVEL PROTECTION PLAN

Vendors and Suppliers have changed their Cancellation and Refund Policies due to the impact of the COVID-19 pandemic. Bennett Travel makes it easy for trip participants to purchase a travel protection plan at affordable Group Rates from Travel Insured International, LLC. The ***Student Deluxe with CFAR Travel Protection Plan*** provides numerous benefits including **Cancel For Any Reason (CFAR)** protection. Trip participants who would like the security of a Travel Protection Plan need to follow the instructions below and purchase their plan directly from Travel Insured International. **You must purchase your Travel Protection Plan before the final payment is due for your trip (refer to the Payment Schedule).**

HOW TO PURCHASE THE TRAVEL PROTECTION PLAN FOR SOUTH HAVEN HS MUSIC:

Please copy and paste the link provided below to your search bar to purchase the Student Deluxe with CFAR Travel Protection Plan on-line. This is not a clickable link. Use the appropriate Student or Adult trip price as stated on page 2 of this packet and the final payment date of **February 2, 2023** when purchasing your plan. Please read and download all plan documents. It is recommended to bring a copy of the completed policy with you on your trip.

<https://www.travelinsured.com/group.signup?group=141259&guid=705db2a188764c43a4a5dc493c149163>

* If a trip participant would like to purchase a Travel Protection Plan **without** CFAR please contact Bennett Travel and a separate link for that plan will be provided.

The cost of the Travel Protection Plan is determined by the cost of your trip.
Please refer to the chart below to find the cost of your Travel Protection Plan.

**Student Deluxe Protection Plan
PER PERSON RATES***

Cost of Trip	Travel Protection Plan Rate with CFAR
\$1-\$200	\$18.00
\$201-\$400	\$25.50
\$401-\$600	\$31.50
\$601-\$800	\$37.50
\$801-\$1,000	\$45.00
\$1,001-\$1,500	\$61.50
\$1,501-\$2,000	\$81.00
\$2,001-\$2,500	\$102.00
\$2,501-\$3,000	\$121.50
\$3,001-\$3,500	\$141.00
\$3,501-\$4,000	\$162.00

* Current insurance prices as of 02/10/2021.

Price may be subject to change as published by Travel Insured International, LLC



CANCELLATION and REFUND POLICY

All payments from participants are subject to this cancellation and refund policy. If a Group determines that the entire trip must be canceled, **written notification must be sent by e-mail to finance@bennett-travel.com** with the reason for cancellation. Cancellation by the Group Leader will be deemed effective when verified by Bennett Travel with a confirmation response to the client.

We strongly urge all trip participants to purchase the **Student Deluxe with CFAR Travel Protection Plan** offered to your group. Please contact your Group Leader for the Travel Protection Plan information and registration link specific to your group.

If the Group Leader cancels the entire trip 90 days or more before the departure date, the following **Refund Policy** will apply if written notice is received and confirmed by Bennett Travel as noted in the first paragraph above. A 100% refund of payments received by Bennett Travel as of the verified cancellation date will be made, less any non-refundable pre-payments made to vendors and suppliers on the Client's behalf. In addition, any charges or cancellation fees assessed by the airlines, bus company, railroad, hotel, credit card processing fees, or other vendor and supplier services in accordance with their tariff schedules will be charged to the Client and deducted from the available refund.

Individual Participation Cancellation

If a Group has selected the Individual Payment System (IPS) using online credit card payments and individual trip participants chose to cancel their participation in the trip for any reason, both Bennett Travel and the Group Leader **must be notified in writing**. E-mail finance@bennett-travel.com and the Group Leader and state the reason for cancellation. Bennett Travel cannot remove an on-line participant from a trip without the written consent of the Group Leader. The same Refund Policy as noted above for Groups will apply to an individual cancellation. Failure to pay the Account Balance Due by the Final Payment Date may constitute voluntary cancellation from participation in the trip with forfeiture of all prior payments. See the Travel Protection information provided by your Group Leader regarding **Cancel For Any Reason (CFAR) Travel Protection**.

If you are making your trip payments directly to your school, group, or music boosters, please contact your Group Leader to find out the process for individual participant cancellation.



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For all school groups where any portion of the Trip Cost is paid on behalf of participants by the Boosters Organization or other 3rd Party.

If a trip participant intends to purchase the Student Deluxe with CFAR Travel Protection Plan policy offered to the group, the **actual full trip cost** must be entered as the **Trip Cost** when purchasing the policy online, including any portion of the **Trip Cost** that may be paid by the boosters organization or other 3rd party. This ensures that in the event of a claim, the **actual full trip cost** is considered. All trip participants who have any portion of their **Trip Cost** paid by the boosters organization or other 3rd party should complete the **Assignment of Benefits Form** and turn it in to your Group Leader.

If you must cancel your trip, the policyholder must notify the Group Leader and Bennett Travel. In the event the entire trip is canceled, the Group Leader will notify Bennett Travel. Initiate your claim with Travel Insured and provide them with the dollar amount of the **actual full trip cost** that was non-refundable by the vendors and suppliers contracted by Bennett Travel on your behalf. Travel Insured will send the claimant an **Assignment of Benefits Agreement Form** to complete, sign, and return before processing the claim. Note: this is not the same form that you turned in to your Group Leader. Be sure to include the name of your boosters organization, the school mailing address or other 3rd party address when you complete this form (there is not a separate address line on the form). Refer to your copy of the Confirmation of Benefits Form and the Student Deluxe Protection Plan you received from Travel Insured when you purchased the Travel Protection Plan for complete Claims Procedures and the Schedule of Benefits. Please be aware that Bennett Travel is not involved in your insurance claim process.



TRAVEL INSURED INTERNATIONAL®

A CRUM & FORSTER COMPANY

ASSIGNMENT OF BENEFITS FORM**

**Return completed form to your Group Leader
at the time the first Trip Payment is due**

It is understood and agreed upon that in the event any funds are due reimbursement to

(name of Booster Organization or other 3rd Party)

Travel Insured International is hereby authorized to release directly to the
aforementioned on my behalf as part of my claim settlement.

Group or Plan Participant Signature _____

Date _____

Parent/Guardian's Signature _____
(if Plan Participant is under 18 years old)

Claims Questions: 1-800-243-3174, Weekdays 8:00am – 6:00pm, www.travelinsured.com
Travel Insured International, PO Box 6503, Glastonbury, CT 06033-6503

**Bennett Travel is not involved in the insurance claim process



INDIVIDUAL PAYMENT SYSTEM (IPS) INSTRUCTIONS

Please read thoroughly!

Questions or Concerns - contact Linda Perin, Bennett Travel Business Manager
Email: linda@bennett-travel.com Phone: 269-953-8101

1. **ONLY A PARENT/GUARDIAN** can sign up their child/student **using their email address.**
2. **STUDENTS** are not allowed to sign up themselves. This is in the event we need to contact the account owner, we have the name, email address, and phone number of the parent.

IMPORTANT: Please make sure your web browser is updated. Older versions of Internet Explorer will not work. You may need to clear the cache, refresh your browser and restart the process if you experience any difficulties or receive an error message. Some work environments prohibit employees to do personal online work or have a firewall that will block access to our payment portal site.

TO THE GROUP LEADER: You have been added as an administrator in order to view who has signed up and monitor payments. However, you need to create an online account to gain access and also enroll in the trip. Please use your School/Organization email address to create your online account. You will have your personal Online Payment Dashboard and a separate School Admin Dashboard.

STEPS TO CREATE AN ONLINE ACCOUNT

1. Go to: www.bennett-travel.com.
2. Select 'Online Payment' (top right of home page)
3. At next screen, click on **Please make your online payments here**
4. Fill out: **First time visitors, register here.**
The email address you use will be the log-in user name for the account. This email address cannot be changed once you click the "Create Account" button. Please no student/child email addresses are to be used. Enter dashes in your phone number (ex. 269-555-1212). Be sure to remember the password you create for your account. Then click on "**Create Account**". Once your account is created you will then always use the 'Already have an account?' option to log back into your account. Now that your account is created you need to add the trip to your account. The Trip ID is found in Step 5 of these Instructions.

If you have previously participated in an online trip you will need to use the '**Already have an account?**' option. Use the email address previously used to create your online account to log in. If needed, click on 'Forgot Password?' and a password-reset link will be sent to the email address previously used to create your account. You may need to check your Spam email if you do not immediately see this email in your In Box.

Note: Multiple payor families for a particular participant should share the same account. Whoever sets up the account must share the account login and password that you created. All payment & personal information is confidential for each payor – it simply displays how much was paid for the individual trip participant. Please do not create separate accounts for the same trip participant for different payers.

5. For **SOUTH HAVEN HS MUSIC** the TRIP ID & PASSWORD is:

TRIP ID: SOUTHHAVENHSMUSIC-FLA2023
PASSWORD: nENTqwYa

Note: Trip ID is ALL CAPS, NO SPACES. Password is case sensitive. Click ‘Submit’ and you will be taken to the account/payment page.

Note: Once you have added this trip to your account you will not use this Trip ID & Password again.

6. Once you have added the Trip to your portal, then you add Travelers to this trip. Click on ‘**Add New Traveler**’. Enter the traveler’s name and select the button to indicate student or adult. If your group is flying to your destination you must complete the fields for Middle Name and Date of Birth as this information is required by all airlines. Be sure to click the ‘**Create Traveler**’ button when you finish entering the information for each traveler. You may add up to 6 travelers. When a traveler is added to your account the Payment Schedule will display the cost of the trip and the payment due dates.

If desired, below the ‘Add Traveler’ section is a link to ‘**Request Room Upgrade**’. Please refer to the Trip Documents Package provided for your trip for the additional costs associated with a hotel room upgrade.

7. Locate and click the orange ‘**Make A Payment**’ button on your screen. Complete all information on the next screen and click the ‘**Pay**’ button at the bottom. A receipt will be emailed to you. **Note: You will need to log into your account each time a payment is due to submit payment. Your credit card is not automatically charged.** Bennett Travel cannot accept a credit card payment over the phone. In the Phone Number field on the payment page you must use dashes when you enter your phone number (ex. 269-555-1212). **All payments from clients are subject to the Bennett Travel Cancellation and Refund Policy that is available to you in the Trip Documents Package.**
8. A trip participant is not registered for the trip until the entire first payment amount due for each Traveler in your online payment account has been paid. A partial payment or an account with no payment does not secure your registration in the trip.
9. There is a section for Bennett Travel to post informational messages to your account.
10. Under **Trip Documents** all trip related documentation is available to view or download.
11. Be sure to log out of your account portal when finished.

PLEASE NOTE – The Travel Protection Plan is not included in the cost of the trip. If you would like to purchase the Travel Protection Plan use the group link provided in the section about the **Travel Protection Plan** and make your purchase directly from Travel Insured International. As the Travel Protection Plan is not purchased from Bennett Travel, LLC, and is not included in the cost of your trip, the cost of the Travel Protection Plan may not be refundable in the event of cancellation.

If you have any questions please contact Linda Perin, the Bennett Travel Business Manager, at (269) 953-8101 or linda@bennett-travel.com. Please be sure to include your name, the name of your group, and your phone number in your message.