

Competition/Non-Competition Trip Contract Policy

Student participation in overnight field trips is at the discretion of Mrs. Lambert and Johnson City Schools administration. All school policies apply to all students at all times during trips.

Refunds

NO REFUND WILL BE GIVEN ON TRIP DEPOSITS

This includes all competition/non-competition trips, (Science Hill, Liberty Bell, Indian Trial) and also applies to both student, adults (chaperones), and tag-a-longs if offered.

Partial refund may be given if a student/chaperone backs out of commitment to go on the trip within 90 days of departure. Cancellation must be made in writing. Partial refund will depend on expenses paid to vendors at time of cancellation.

Refund checks not deposited or cashed within 180 from issue date will be forfeited and not replaced.

Planning these trips start as much as a year in advance. When we accept deposits we then relay this information to the vendors we use such as hotels, bus companies, and competition/non-competition venues. The Guild is then responsible for payment on that number submitted.

Cancellation

Cancellations made within 90 days of any trip may be eligible for a partial refund of payment. This depends solely on the amount of money paid to vendors at the time of cancellation. **No refund will be given for initial deposit.**

Refund checks not deposited or cashed within 180 from issue date will be forfeited and not replaced.

Payments

- Payments will be evenly spread over 2-4 installments. This depends on the trip, school, and estimated cost.
- Payments are due before or on the due date to hold a student's place for participation.
- Checks must be made out to JCSOG (Johnson City Schools Orchestra Guild).
- **PAYMENTS WILL NOT BE ACCEPTED AT SCHOOL FOR ANY TRIP**
- **It is against Tennessee State Law for Mrs. Lambert or Ms. Belt to accept money from students for these trips.**
- **Do not** drop a payment off at the school office. The Guild Treasurer processes all payments and will not check with the school office for payments.

Johnson City Schools Orchestra Guild

Competition/Non-Competition Trip Contract Policy (Continued)

Late Deposit Payments

Deposit payments are defined as a payment that is initially collected to

1. *Hold a space available for a defined orchestra trip for a specific student/chaperone that also signs a trip contract.*
2. *That will also be credited to the cost for the entire trip.*
 - Late deposit payments will be accepted **ONLY** on the availability of space for transportation and availability of space for lodging and activities determined by Mrs. Lambert and the Guild. (Changes to the trip to preserve cost for the entire group, may be made without prior notice)
 - **Late payments will be prioritized by post mark only.**
 - No emails, voice conversations, or any other means of communication will supersede the postmark on a late payment.
 - Only **full** deposit amount payments will be accepted for late deposit payments.

Late Deposit Payments Schedule of Fees

Fees are defined as an additional charge placed on the trip above and beyond the normal cost for said trip due to late payment.

- 1 day to 7 days after deposit is due: **\$50.00**
- 8 days to 14 days after deposit is due: **\$100.00**
- **No deposit payments will be accepted after 15 days past the due date.**

***Postmarks on envelopes will be kept and inventoried for proof of date of payment.**

Late Subsequent Payments

Subsequent payments are defined as payments made after the deposit payment has been made.

A payment schedule will be part of the trip packet, posted on the website (www.johnsoncityschoolsorchestra.com) and printed on the orchestra calendar of events.

- Late payments will only be accepted via the Guild P. O. Box or at a Guild parent meeting.
- Late payments will have a schedule of fees due to late payment.
- No emails, voice conversations, or any other means of communication will supersede the postmark on a late payment.

Late Subsequent Payment Fees

- Within and including one (1) week after payment due date: **\$10.00**
- Within and including two (2) weeks after payment due date: **\$20.00**
- After two weeks and including one (1) month after payment is due: **\$50.00**

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Beyond one (1) month after payment is due, deposit will be forfeited, and student will be removed from trip roster. Any refund of money beyond the deposit will depend on vendors that have been paid and will be the sole discretion of the Guild Board.

Payment Methods

1. Payments may be brought to the JCSOG Parent Meeting on or before the due date.
2. Payments can be mailed to:

**Johnson City Schools Orchestra Guild (JCSOG)
P. O. Box 5854
Johnson City TN 37602-5854**

DO NOT SEND CASH

Checks and money orders should be made to JCSOG

Signed Contract

- A contract signed by both the parent and student **MUST** accompany the deposit.
- If a contract is not signed within 5 days of receiving a deposit check, the check will be returned and no place will be reserved for that student.
- **If an adult has signed up to chaperone a trip, a contract and deposit must be received for that person as well.**

Financial Aid

Financial Aid may be requested by completing the proper form. Forms are listed on Orchestra website. All requests are subject to the Financial Aid Executive Board Request Determination Process. Requests must be mailed to the Guild P. O. Box 5854 or emailed to icsogpres@gmail.com.

All requests are due no later than 7 days before the 1st payment due date.

Note:

1. Additional rules will be communicated within the respective detailed trip information document for each school. Trip schedules, vendors, and venues are subject to change beyond the Guild's control. The Guild reserves the right to make these changes accordingly.
2. The Guild is not financially responsible for parents driving their own vehicles on orchestra trips. (i.e. gas, mile reimbursement, etc.)
3. The Guild is not liable for students that are transported by parents of their own student or that of classmates. If separate transportation other than that of the bus provided for the trip is used, it is at your own risk.