

Johnson City Schools Orchestra Guild

Competition/Non-Competition Trip Contract Policy

(Effective 9/2026)

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/Cancellations

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.

A 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. Any refunds made will be less any fees.

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.

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).
- **Do not mail cash or send cash to school with your student. Do not make payments to the school office.**
- **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.

Late Payments (Does not include deposits.)

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 online.
- 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**

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.

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Payment (Not Deposit) Methods

1. Payments may be brought to the JCSOG Parent Trip Information Meeting or online 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 the 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 president@johnsoncityschoolsorchestra.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.