



Washington, D.C.

March 9, 2017

Dear Parent/Guardian,

If you and your child are planning to join us on the D.C. trip, it is **VERY IMPORTANT** to understand the refund policy for Scholastica Travel. If you and/or your child plan on going and then back out at the *last minute*, they will actually charge you for the cost of the trip because they have already paid the non-refundable hotel and bus fees. These rules also apply if your child loses the opportunity to attend due to his/her behavior.

The following rules apply to cancellations:

*****With 30 or more calendar days remaining before your scheduled departure date, Scholastica Travel Inc will retain 20% of the trip deposit. Each individual or group will receive an 80% refund of money deposited with Scholastica less any non-refundable prepaid reservations.***

*****If an individual must cancel 14-29 days prior to the departure date, Scholastica Travel Inc will retain 25% of the total trip cost. Each individual or group will receive a 75% refund of money deposited with Scholastica less any non-refundable prepaid reservations, contingent on the group or individual being paid in full.***

*****If an individual must cancel within 13 days of departure, Scholastica Travel Inc will retain 50% of the total trip cost. Each individual or group will receive a 50% refund of money deposited with Scholastica less any non-refundable prepaid reservations, contingent on the individual or group being paid in full.***

If you have any questions or concerns, please feel free to contact us.

Please sign and return this letter so we know that you have received this important information. **Keep the attached copy of the letter for your records.**

I have read the above information about the cancellation policy.

Parent's Name _____

Parent's Signature _____ Date _____

Child's Name _____