



# Washington, D.C.

March 10, 2020

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 or less 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 \_\_\_\_\_ HR \_\_\_\_\_