

# BARCELONA - APRIL 2020

Group Leader: Emer Clarke  
Group Name: Mercy Secondary School  
Date of Quotation: 2nd October 2019

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## Your price includes:

- Dublin/Barcelona return on scheduled airline services.
- One small item of hand luggage per person (40x20x25cm).
- One item of luggage per person (10kg).
- 2 nights B&B hotel accommodation in Salou.
- 2 evening meals served at the hotel.
- Coach transfers on arrival and departure and continued coaching on these days (9hrs).
- Coach transfers to and from PortAventura.
- Guided sightseeing tour of Barcelona.
- Entrance and self-guided tour of Nou Camp.
- Entrance to L'Aquarium.
- Entrance to PortAventura (subject to 2020 opening dates).
- Evening Activity Bowling.
- €500 loyalty bonus.
- Free leader places as outlined above.
- Fully comprehensive insurance cover.
- Emergency number while abroad.

## Flight details:

Saturday 25th April 2020

Depart Dublin 06.15 Arrive Barcelona 09.45

Monday 27th April 2020

Depart Barcelona 21.15 Arrive Dublin 23.00

**Please note that the above tour price is based on these flights at their current availability. Flight availability is subject to change at any time; therefore early booking is advisable in order to avoid any increases in fare.**

## STUDENT DIRECT PAYMENTS INFORMATION

Dear Group Leader,

Please see the below steps for the online and direct student payment option. We have offered this successful payment option for some time. Should you decide to have a cut off point for a tour (e.g. 40 students), see steps 1 & 2 below. Alternatively, you can skip to step 3.

- 1- Please provide your group with the **permission slip** below. The permission slip is a template, please update this with your tour information before printing for your students.
- 2- The students should then return these to you, until you have received your ideal group size. Once this has been reached you are ready to proceed with a booking.
- 3- **Please contact your sales representative who will confirm your booking and provide you with a Tour Booking REF. You will need to agree deposit amounts, dates and final balance as this will be visible in the payment portal.**
- 4- Once your tour is confirmed, you can provide your students with the **payment slip** below. The payment slip is a template; please update this with your tour information, deposit dates & amounts & the tour booking REF before printing for your students.
- 5- The parents/students will set up an account with username and password and all payments will go through this account. They will receive an automated receipt to confirm the payment has been successful. They can pay us by cheque/postal order or bank transfer if they are having difficulty paying by card, details are on our website.
- 6- For access to the group leader portal please ask your sales representative to send you the one-time link for access to view the updated statement and list of students who have paid. You will need to activate the link within 48 hours, or it will expire (this is for security reasons). You will then log in every time you want an update. If you are running multiple tours, you can add a tour and view it through the same account.

### PLEASE NOTE:

The group leader is responsible for ensuring all payments are made by students before the due dates given. Cancellation charges will apply regardless of payments received by students, should they cancel once the deadline has passed.

We do not deal directly with parents, so please ask them to contact you if they have any payment queries.

**NB:** Most groups add a contingency fund to our tour price. Please let us know the final tour price given to the students as this is the amount that will be displayed on the payment portal as the final balance to be paid by the parents/students. Once the tour has been paid in full, we will refund the contingency amount by bank transfer so please request this refund and provide the applicable bank transfer details; Name on Account, IBAN & BIC.

**Please contact us should you have any further queries.**

# PERMISSION SLIP



The School Tour Company  
35 Pearse Street  
Dublin 2

<b>Group Leader:</b>	
<b>Tour Destination:</b>	
<b>Tour Application Closing Date:</b>	
<b>Total Tour Price:</b>	
<b>First Deposit Due Date:</b>	
<b>First Deposit Amount:</b>	

I hereby give permission for my child to go on the above trip. I am aware I must make my 1<sup>st</sup> deposit payment by the date above; failing to do so may forfeit my child's place on this tour.

My child's name as per passport is: \_\_\_\_\_

My child's date of birth is: \_\_\_\_\_

Signed (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this slip to the group leader before the date outlined above with a copy of your child's passport. This tour has limited space only and will be served on a first come first served basis. Payment details will be provided once the slip has been returned and your place has been confirmed.**

# PAYMENT INFORMATION



The School Tour Company  
35 Pearse Street  
Dublin 2

Tour Booking ID:	2000234
Group Leader:	Emer Clarke
Destination:	Barcelona
Tour Price:	€420

Payment Schedule	Date Due	Amount
1 <sup>st</sup> Deposit:	23 <sup>rd</sup> October 2019	€150
2 <sup>nd</sup> Deposit:	23 <sup>rd</sup> November 2019	€100
Final Balance:	15 <sup>th</sup> February 2020	€170

*We are organising this tour on behalf of the school and to facilitate the directive that all payments must be made directly to the agency. Please see below:*

## HOW TO PAY ONLINE:

Follow the link [www.schooltour.ie/payment/](http://www.schooltour.ie/payment/)

Enter the details of the person travelling along with the booking ID and destination exactly as above and pay using your debit/credit card.

Please ensure you fill in all details correctly to ensure your payment is allocated correctly. You will receive an email receipt, please keep this for your records.

If you are having trouble paying online alternative payment options are available on our FAQ page at the above link.

**Please contact the group leader and not The School Tour Company with any queries that you may have regarding the tour. Due to GDPR regulations we are limited in the amount of information we can give you.**

## Payment terms & conditions:

- The first deposit instalment confirms your child's place on the tour. By paying this you are agreeing to these terms and conditions.
- The second deposit instalment is required one month after the first instalment is made.
- If your child cancels between the two payments, you are still liable for the second instalment.
- Final balance is due 10 weeks prior to departure date.
- All deposits are non-refundable. Cancellation charges: 29-56 days before departure - 80% of tour price. 28 days or less – 100% of tour price. Cancellation is effective only once we have been advised by the group leader.
- If this payment schedule is not adhered to then your child's place on the tour will be in jeopardy.

- If you would like to cancel your child's place, please inform the group leader as we will only accept cancellations in writing from them. You will still be liable for applicable cancellation penalties.