

May Departures: Alternate Payment and Cancellation Schedule

Groups that depart in May require alternate payment and cancellation schedules because ISE must pay for their travel arrangements earlier than we do for the majority of summer groups that travel in June.

Payment Schedule	
Amount Due	<u>Postmark</u> Deadline
\$350 (check or money order)	November 1
\$800	December 1
\$900	January 15
Final Balance *	February 15

After the initial deposit by check or money order, subsequent payments may be made online with credit card via our website www.isemn.org. To pay online:

1. Click the red login button and enter your username and password (found in the upper-right-hand corner of the acceptance letter).
2. Click "Make a Payment" and then "Display the Form".
3. Enter your credit card information into our secure website
4. Click "submit" at the bottom of the page and your payment will be processed.

* **Final Billing:** approximately two weeks before the final payment is due, ISE will mail you a final billing statement that reflects the balance owed for your student including fuel surcharges and any add-on costs.

Voluntary cancellations must be submitted in writing (email is acceptable) by the participant or participant's parent/guardian directly to ISE. ISE cannot accept voluntary cancellations made by phone or requested by the teacher for the student.

Cancellation Fees	
Date of <u>Written</u> Cancellation	Charge
On or before November 1	\$100
November 2 – Dec. 1	\$350
December 2 – January 15	\$500
January 16 or later	To be determined*
30 days or less prior to departure	No refund possible

*The cancellation fee charged within the "to be determined" phase will be calculated on an individual basis at the time of cancellation.