



Presentation College Headford,
Headford,
Co. Galway

Tel: (093)35408

Fax: (093)35532

20th Sept, 2019

Dear Parent/Guardian,

Enclosed, please find details of the payment system required for our Cultural Tour to Salamanca Spain next April.

All payments, including deposits, for this tour are to be paid directly to The School Tour Company.

Deposit payment dates are included on the Payment Information sheet. Please note that following the deposit payments parents can pay the remaining balance in instalments of amounts to suit you individually. However, all outstanding money must be paid in full by the 14th February 2020.

The permission slip enclosed must be returned to me as soon as possible but not later than 27th September 2019.

For further information on Salamanca and the language school please visit www.colegiodelibes.com

You are also welcome to email me and I will endeavour to address any further queries you may have.

Kind regards,

Veronica Gallagher

TY Coordinator

veronica.gallagher@presheadford.ie

PERMISSION SLIP



Presentation College Headford
Headford
Co. Galway

Group Leader:	Ms Gallagher
Tour Destination:	Madrid & Salamanca Spain
Tour Application Closing Date:	27th September, 2019
Total Tour Price:	€700
First Deposit Due Date:	27th September, 2019
Second Deposit Due Date:	25th October, 2019
First Balance Amount:	14th February, 2020

I hereby give permission for my child to go on the above trip. I am aware I must make my 1st 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: _____

PAYMENT INFORMATION



The School Tour Company
35 Pearse Street
Dublin 2

Tour Booking ID:	2000174
Group Leader:	Ms Gallagher
Destination:	Madrid & Salamanca Spain
Tour Price:	€700

Payment Schedule	Date Due	Amount
1 st Deposit:	27 th September, 2019	€150
2 nd Deposit:	25 th October, 2019	€100
Final Balance:	14 th February, 2020	€450

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/

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.