

WJHS Barcelona Exchange 2023 –Payment Schedule

When, where, and how to pay? What about airfare?

When: See the chart below for the payment deadlines. We will have your group leader send out a billing reminder before each payment is due. You will receive a final invoice with the airfare before the final payment is due.

Payment Schedule		
Description	Due Date	Amount
Deposit	At time of registration	\$1000
Final Payment	March 10, 2023	Final Balance Due

Where: All check payments should be mailed directly to the tour company. The check should be made out to **AFAR & AWAY TRAVEL, LLC**. When school is in session, students can bring their payment to their group leader at school. The group leaders will mail a batch of payments out together.

Here is the mailing address if you would prefer to send payments direct:

AFAR & AWAY TRAVEL, LLC
19525 Hillard Blvd.
PO Box 16022
Rocky River, OH 44116

How: Make sure to write “**BCN Exchange**” and the **name of the participant** on the memo line of the check.

If you are paying by credit card you will receive an invoice with a secure link to your billing email the week the payment is due. If you choose to pay for your trip through a credit card you will be charged a 3% convenience fee per payment. There is no additional fee if you pay by check. Everyone has the option to pay by check or credit card.

Airfare: **Airfare will be purchased for the group and each participant will be billed/invoiced with the purchase price. The airfare is billed as the final payment. We are currently working to find the best airfare option possible. We will communicate this information as soon as we determine what our best option is for the flights.**

If you withdraw from the program after the airline tickets are purchased, be advised the tickets are non-refundable. You will receive the airline confirmation number and will be able to utilize the credit according to the policy of the carrier.

WJHS Barcelona Exchange 2023 – Remittance Form

Please mail payments to:

AFAR & AWAY TRAVEL, LLC
19525 Hillard Blvd.
PO Box 16022
Rocky River, OH 44116

Participant Information:

Name: _____
Last First Middle

Street

City State Postal Code

Payment Amount: _____

Notes: