

Dear Parents and Students,

We are very excited about planning our Educational Travel Program for our students to tour Washington, D.C. Tour dates will be **May 18 – 21, 2021**. This is an excellent opportunity for students to visit the hub of our American heritage and government. Our staff will chaperone the tour, which will be arranged by Classic Student Tours, a local agency that specializes in Educational Student Travel Programs ([www.classicstudenttours.com](http://www.classicstudenttours.com)).

The cost of the travel program per student, based on quad occupancy and the following number of paying participants per motor coach, is only:

|         |                 |           |
|---------|-----------------|-----------|
| 44 – 47 | per motor coach | \$ 682.00 |
| 40 – 43 | per motor coach | \$ 716.00 |
| 36 – 39 | per motor coach | \$ 752.00 |
| 32 – 35 | per motor coach | \$ 788.00 |

Please see the accompanying flyer for more details on the features of the travel package. All admissions, meals, lodging and transportation are included in the package. Spending money for snacks, souvenirs, etc. should be minimal and is left to your discretion. A reminder letter will be distributed to participating students 10-14 days before departure which will include pertinent trip information, names of chaperones, name and phone number of our hotel, etc. You will also be contacted if a need should arise to contact parents while we're on tour.

Reservations will be accepted on a first come, first served basis. **A deposit of \$200.00 (\$75.00 of which is non-refundable) and a completed parental permission form are due by Wednesday, October 28, 2020 to hold your reservation.** Deposits received after one motor coach is filled will be accepted to form a waiting list for additional motor coaches, or replacement of canceled reservations. **A second payment of \$250.00 is due by Tuesday, January 26, 2021. The balance, which will be determined by the number of students per motor coach as indicated above, is due by Tuesday, March 23, 2021.** Invoices **will not** be individually mailed for payments, however, announcements will be made to students at school to inform them of pertinent information they need to relay home. Special payment arrangements can be made upon request. **CLASSIC STUDENT TOURS ACCEPTS MASTERCARD, VISA AND DISCOVER CARD. IF YOU WISH TO MAKE A PAYMENT BY CREDIT CARD PLEASE CALL THEIR OFFICE AT (937) 439-0032 OR GO TO [classicstudenttours.com](http://classicstudenttours.com) AND CLICK ON MAKE PAYMENT. IF PAYING BY CHECK MAKE ALL CHECKS PAYABLE TO CLASSIC STUDENT TOURS. Be sure to write the student's name and school name on the face of all checks to insure proper credit. Please fill out checks with black ink only. SEND ALL PAYMENTS AND SIGNED PERMISSION FORM TO THE ADDRESS LISTED BELOW.**

**CLASSIC STUDENT TOURS  
75 RHOADS CENTER DRIVE  
CENTERVILLE, OHIO 45458**

**On February 9, 2021 ALL accounts must be current (including payment arrangements made through the tour company), or participants will be removed from the trip until accounts are brought current. If a participant is removed from the trip due to a delinquent account the participant will be placed on a waiting list until the account is brought current. Seat availability is not guaranteed, as his or her spot will be filled with a student from the waiting list, if one exists. Additionally, all refund policies are in effect.**

This tour will be educational, interesting, and fun! Visiting the most influential city in the world, our nation's capital, will be remembered as a highlight of each student's middle school experience

Sincerely,  
Ms. Ashlee Douglas

Twin Valley South Middle School

**Refund Policy:** All money will be fully refunded if Classic Student Tours terminates the tour for any reason, except for default of payment. A student/paying participant cancelled from the tour for any reason will be charged seventy five dollars (**\$75.00**) against monies paid toward that trip. In addition, **any non-refundable deposits/payments made by Classic Student Tours for trip costs will also be deducted from any payments made.** Checks not honored by client's bank due to insufficient funds, closed accounts, etc. will incur a \$25.00 bank and processing fee. A \$25.00 cancellation processing fee will be charged per participant if the school group cancels the tour along, with **any non-refundable expenses incurred by Classic Student Tours.**

**Responsibility:** Classic Student Tours acts only as the agent for the tour participants in arranging transportation, lodging, meals, sightseeing, admissions, etc. Classic Student Tours or their employees assume no responsibility for personal injury or illness, property damage, loss, delay or irregularity of transportation, lodging, restaurants, sights, attractions, weather conditions, acts of God, etc. In the event of a claim Classic Student Tours' liability shall be limited to the amount paid by the client for the tour package. Classic Student Tours is not liable for the responsibilities or default of transportation carriers, hotels, restaurants, attractions, etc. Classic Student Tours reserves the right to provide substitutes of comparable value when conditions warrant an adjustment in contracted tour features. Classic Student Tours and its employees reserve the right to make special arrangements for participants unwilling to abide by tour policies - at the participants expense!