



TOUR CONSULTANTS

Jeff Bennett - Owner: 231-838-1925  
Linda Perin - Business Mgr: 269-953-8101  
Fax: 269-953-1082

jeff@bennett-travel.com  
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www.bennett-travel.com

**TRIP DOCUMENTS PACKAGE**

**\*\*\* UPDATED 01/03/2022 \*\*\***

**HAMILTON HIGH SCHOOL BAND**  
Joe Herrick – Director

**DISNEY WORLD / UNIVERSAL STUDIOS**

**Orlando, FL**  
**DECEMBER 26 – 31, 2022**

**Please provide this Package & the Student Deluxe CFAR Travel Protection Plan to all participants**



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**HAMILTON HIGH SCHOOL BAND**

[Prepared 9/23/21]

Joe Herrick – Director

**DISNEY WORLD/UNIVERSAL STUDIOS!**

**Orlando, FL**

**DECEMBER 26-31, 2022**

**(6 DAYS/3 HOTEL NIGHTS/2 MOTOR COACHES)**

**[3 DAY DISNEY STARTER PASS/1 DAY UNIVERSAL 2 PARK PASS]**

***PROJECTED***

**PRICE:**

**\$1268 per person based on 106-110 participants – Quint Occ.-Students**

**\$1298 per person based on 106-110 participants – Quad Occ.-Students**

**\$1348 per person based on 106-110 participants – Triple Occ.-Students**

**\$1448 per person based on 106-110 participants – Double Occ.-Adults**

**\$1746 per person based on 106-110 participants – Single Occ.-Adults**

*Note: Group will be paying in our online payment portal*

**ONE COMPLIMENTARY TRIP(S) BASED ON 106-110 PARTICIPANTS.**

**PRICE ADJUSTMENT BASED ON NUMBER OF PAYING PARTICIPANTS:**

#’s	Quint Occ.	Quad Occ.	Triple Occ.	Double Occ.	Single Occ.
101-105	\$1312	\$1344	\$1392	\$1492	\$1790
96-100	\$1360	\$1390	\$1442	\$1544	\$1854
91-95	\$1408	\$1440	\$1492	\$1598	\$1918
86-90	\$1458	\$1490	\$1544	\$1654	\$1986
81-85	\$1508	\$1542	\$1598	\$1712	\$2054
76-80	\$1562	\$1596	\$1654	\$1772	\$2126

**Note: If the number of participants drops below 76, the trip price will be recalculated.**

**Note: Empty bus seats are covered in these prices.**

**TWO DELUXE MOTOR COACH(S) for round trip from HAMILTON, MI to ORLANDO, FL plus ground transportation to and from events.**

**Coaches are equipped with DVD, WI-FI, CHARGING PORTS**

**FIRST CLASS HOTEL ACCOMMODATIONS PROVIDED for THREE NIGHTS**

**SECURITY WILL BE PROVIDED FOR GROUP AT HOTEL EACH NIGHT**

**MEALS PROVIDED:**

12/26/22	\$10 CASH BACK for LUNCH en ROUTE
12/26/22	DINNER at GOLDEN CORRAL en ROUTE
12/27/22	BUFFET BREAKFAST at GOLDEN CORRAL en ROUTE
12/27/22	\$30 DISNEY DINING CARD for MEALS
12/28/22	BUFFET BREAKFAST at HOTEL
12/28/22	\$30 DISNEY DINING CARD for MEALS
12/29/22	BUFFET BREAKFAST at HOTEL
12/29/22	\$30 DISNEY DINING CARD for MEALS
12/30/22	BUFFET BREAKFAST at HOTEL
12/30/22	\$30 UNIVERSAL GIFT CARD for MEALS
12/31/22	\$20 CASH BACK for MEALS en ROUTE

**ADMISSION TO THE FOLLOWING ACTIVITIES:**

- 3-DAY DISNEY STARTER PASS
- MARCHING BAND PERFORMANCE (Magic Kingdom preferred)
- DISNEY SOUNDTRACK SESSIONS WORKSHOP
- 1-DAY UNIVERSAL TWO PARK PASS

*Note: Bennett Travel will take care of the Disney Application for Disney. Please send us a YouTube link of performances by DECEMBER 26, 2021*

**ADDITIONAL SERVICES INCLUDE:**

- Full time (24/7) Tour Director who will travel with your group. All Tour Directors are very detailed and know all our travel destinations extremely well.
- Preferred Tour Operator Pricing
- \$6,000,000.00 Liability Insurance
- A Travel Protection Plan including Cancel for Any Reason (CFAR) is available
- Only contracting with in-state based motor coaches when possible
- Bus Driver tips
- Private Night Time Security Guards dedicated to your group
- String Back Packs, Luggage Tags and Lanyards provided
- Trip meetings as needed with all participants prior to departure
- Further changes to itinerary will be made if requested or needed
- Online payments included for this trip

***BENNETT TRAVEL CANNOT BE RESPONSIBLE FOR INCLEMENT WEATHER DELAYS OR CANCELLATIONS  
BENNETT TRAVEL WILL NOT BE RESPONSIBLE FOR STUDENTS IN POOL AREA OR BEACH AREA***

# **PAYMENT SCHEDULE FOR THIS TRIP - 2022: HAMILTON HIGH SCHOOL BAND TO FLORIDA**

*(Note: Instructions will be provided for online payments)*

## **STUDENT Payment/Amount Due Dates - \$1268 Total based on 106-110 QUINT Occupancy**

Payment 1: \$160 – Due JANUARY 26, 2022  
Payment 2: \$160 – Due FEBRUARY 26, 2022  
Payment 3: \$160 – Due MARCH 26, 2022  
Payment 4: \$160 – Due APRIL 26, 2022  
Payment 5: \$160 – Due MAY 26, 2022  
Payment 6: \$160 – Due AUGUST 26, 2022  
Payment 7: \$160 – Due SEPTEMBER 26, 2022  
Payment 8: \$148 – Due OCTOBER 26, 2022

*[Note: The final payment may be adjusted due to enrollment numbers and room configurations]*

## **STUDENT Payment/Amount Due Dates - \$1298 Total based on 106-110 QUAD Occupancy**

Payment 1: \$160 – Due JANUARY 26, 2022  
Payment 2: \$160 – Due FEBRUARY 26, 2022  
Payment 3: \$160 – Due MARCH 26, 2022  
Payment 4: \$160 – Due APRIL 26, 2022  
Payment 5: \$160 – Due MAY 26, 2022  
Payment 6: \$160 – Due AUGUST 26, 2022  
Payment 7: \$160 – Due SEPTEMBER 26, 2022  
Payment 8: \$178 – Due OCTOBER 26, 2022

*[Note: The final payment may be adjusted due to enrollment numbers and room configurations]*

## **STUDENT Payment/Amount Due Dates - \$1348 Total based on 106-110 TRIPLE Occupancy**

Payment 1: \$160 – Due JANUARY 26, 2022  
Payment 2: \$160 – Due FEBRUARY 26, 2022  
Payment 3: \$160 – Due MARCH 26, 2022  
Payment 4: \$160 – Due APRIL 26, 2022  
Payment 5: \$160 – Due MAY 26, 2022  
Payment 6: \$160 – Due AUGUST 26, 2022  
Payment 7: \$160 – Due SEPTEMBER 26, 2022  
Payment 8: \$228 – Due OCTOBER 26, 2022

*[Note: The final payment may be adjusted due to enrollment numbers and room configurations]*

## **ADULT Payment/Amount Due Dates - \$1448 Total based on 106-110 DOUBLE Occupancy**

Payment 1: \$160 – Due JANUARY 26, 2022  
Payment 2: \$160 – Due FEBRUARY 26, 2022  
Payment 3: \$160 – Due MARCH 26, 2022  
Payment 4: \$160 – Due APRIL 26, 2022  
Payment 5: \$160 – Due MAY 26, 2022  
Payment 6: \$160 – Due AUGUST 26, 2022  
Payment 7: \$160 – Due SEPTEMBER 26, 2022  
Payment 8: \$328 – Due OCTOBER 26, 2022

*[Note: The final payment may be adjusted due to enrollment numbers and room configurations]*

## **ADULT Payment/Amount Due Dates - \$1746 Total based on 106-110 SINGLE Occupancy**

Payment 1: \$160 – Due JANUARY 26, 2022  
Payment 2: \$160 – Due FEBRUARY 26, 2022  
Payment 3: \$160 – Due MARCH 26, 2022  
Payment 4: \$160 – Due APRIL 26, 2022  
Payment 5: \$160 – Due MAY 26, 2022  
Payment 6: \$160 – Due AUGUST 26, 2022  
Payment 7: \$160 – Due SEPTEMBER 26, 2022  
Payment 8: \$626 – Due OCTOBER 26, 2022

*[Note: The final payment may be adjusted due to enrollment numbers and room configurations]*

**\*IMPORTANT ROOM LIST DEADLINE: OCTOBER 12, 2022\***

**\*FINAL PAYMENT DEADLINE: OCTOBER 26, 2022\***

***School/Boosters may send fund-raising checks to:***

***Bennett Travel***

***861 Arthur Ct***

***Hastings, MI 49058***

**STRONGLY RECOMMENDED:**

**Travel Protection Plan including Cancel for Any Reason (CFAR) is available  
by TRAVEL INSURED INTERNATIONAL, LLC**

**Note: Bennett Travel will send your director the web link dedicated to your school**

**Please feel free to navigate through our web site to learn more about Bennett Travel, LLC**

***'Thank you for the opportunity to serve you'***



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**\*TENTATIVE ITINERARY\***

[Prepared 9/17/21]

**HAMILTON HIGH SCHOOL BAND**

Joe Herrick – Director

**DISNEY WORLD/UNIVERSAL STUDIOS!**

**Orlando, FL**

**DECEMBER 26-31, 2022**

**(6 DAYS/3 HOTEL NIGHTS/2 MOTOR COACHES)**

**[3 DAY DISNEY STARTER PASS/1 DAY UNIVERSAL 2 PARK PASS]**

**MONDAY, DECEMBER 26, 2022**

7:00 AM Bus arrives and group will meet for roll check and packing motor coaches. Meet your full time **Tour Director(s)**, who will travel with you from beginning of trip until you return.

*Note: Tour Director will need the two front seats behind the bus driver on Bus 1*

*Note: Directors to have a loading crew established for loading instruments on motor coaches*

*One bus should have all the luggage – One bus should have all the instruments*

School Address: *Hamilton High School, 4911 136<sup>th</sup> Ave., Hamilton, MI*

Motor Coach Company: *TBD*

***\*VERY IMPORTANT: BUS BAYS WILL NOT BE ACCESSIBLE UNTIL HOTEL CHECK IN\****

8:00 AM ETD from **HAMILTON, MI to ORLANDO, FL** with food and rest stops en route.  
*Recommended route: I-196 S to US-31 S to I-465 E to I-65 S to I-24 S to I-75 S to 27 Turnpike to 429 to Disney!*

12:00 PM ETA for LUNCH at **CASTLETON SQUARE MALL**  
*Note to Drivers: TD will have a map to get you to Dick's Sporting Goods at Castleton Square Mall*  
*Important: Do not drop off at the Entrance – walk from the parking lot*  
**(\$10 CASH BACK for LUNCH)**

1:00 PM ETD for **ORLANDO**

5:30 PM      ETA for **DINNER at GOLDEN CORRAL (provided)** [this is 6:30 pm EST]  
CST            [Note to TD – This has been paid in full to corporate headquarters]

7:15 PM      ETD for **ORLANDO**

## **TUESDAY, DECEMBER 27, 2022**

7:30 AM      ETA for **BREAKFAST BUFFET at GOLDEN CORRAL in FLORIDA (provided)**  
EST            [Note to TD – This has been paid in full to corporate headquarters]

8:30 AM      ETD for **PARK OF CHOICE**  
                  [**\$30 DISNEY DINING CARD for MEALS**]

8:45 AM      ETA **PARK OF CHOICE**

5:00 PM      ETD for **HOTEL and CHECK IN**

7:15 PM      ETD back to **PARK OF CHOICE or DISNEY SPRINGS or enjoy**  
                  **the pool & amenities at the HOTEL**

10:15 PM     ETD for **HOTEL**  
                  (Curfew to be announced)  
                  (Pool must be chaperoned)  
                  *[Security will be provided for your group each night]*

## **WEDNESDAY, DECEMBER 28, 2022**

7:00 AM      **BUFFET BREAKFAST at HOTEL (provided)**  
                  [**\$30 DISNEY DINING CARD for MEALS**]

8:15 AM      ETD for **PARK OF CHOICE**

TBD PM      ETD for **SOUNDTRACK SESSIONS WORKSHOP**  
                  [Note: Only motor coaches, students, director and tour directors allowed backstage]

TBD PM      ETA at **WORKSHOP site and unload – put instruments back in trailer/bus while**  
                  **in the workshop**

TBD PM      **SOUNDTRACK SESSIONS WORKSHOP**

TBD PM      **WORKSHOP ENDS – BACK TO PARK OF CHOICE**

9:00 PM      ETD for **HOTEL**

## **THURSDAY, DECEMBER 29, 2022**

- 8:00 AM     **BUFFET BREAKFAST at HOTEL (provided)**  
                  **[\$30 DISNEY DINING CARD for MEALS]**
- TBD            ETD for **MAGIC KINGDOM in FULL UNIFORM**  
                  **Note: Be sure to have a carry on with you so you can change clothes after the**  
                  **performance. We will not be going back to the hotel.**  
                  **[Note: Only motor coaches, students, director and tour directors allowed backstage]**
- TBD            **ETA at the BACKSTAGE MAGIC KINGDOM**  
                  **Note: You may change in the BACKSTAGE Changing after your performance.**  
                  **[Note: Only motor coaches, students, director and tour directors allowed backstage]**
- TBD            **MARCHING BAND PARADE PERFORMANCE on “MAIN STREET USA”**
- TBD            **Finish PARADE, change clothes, instruments/uniforms in bus/trailer and enjoy**  
                  **the remainder of your time in the MAGIC KINGDOM**
- 9:15 PM        **‘HAPPILY EVER AFTER!’ – Fireworks and Music Presentation**
- 10:00 PM        ETD for **HOTEL after the SHOW**

## **FRIDAY, DECEMBER 30, 2022**

- 7:00 AM        **BUFFET BREAKFAST at HOTEL (provided) and CHECK OUT**  
                  **[\$30 UNIVERSAL GIFT CARD for MEALS]**
- 8:15 AM        ETD for **UNIVERSAL STUDIOS – HOME OF ‘HARRY POTTER’**
- 7:00 PM        ETD for **MICHIGAN**  
                  **(\$20 CASH BACK for MEALS en ROUTE)**

## **SATURDAY, DECEMBER 31, 2022**

- 7:00 PM        ETA at **HAMILTON HIGH SCHOOL**



## **SAFETY & SECURITY**

*The safety of every participant traveling with Bennett Travel is our utmost priority*

### **LIABILITY INSURANCE**

Bennett Travel maintains general and professional liability insurance coverage at \$6,000,000.

### **DISINFECTANT & CLEANLINESS PROTOCOLS**

Our partner motor coach companies, hotels, and venues have put in place new cleaning and disinfecting protocols to assist in a safe travel experience.

### **TRAVEL HEALTHCARE ASSISTANCE**

Should medical assistance be needed while on tour, Bennett Travel has procedures that allow for a quick medical response. Our Tour Directors have access to the nearest medical treatment facility and will assist in securing transportation if needed.

### **EMERGENCY PLAN 24/7**

In collaboration with local authorities and the US Department of Homeland Security, we follow their guidelines and alerts. Should you need to contact Bennett Travel after hours, please call our emergency line at 231-838-1925. Since your Tour Director will be traveling with you throughout the entire trip, they have been instructed on how to handle any given situation. All of our Tour Directors are former band, orchestra and choir directors of very successful programs, thus, giving them an advantage of working with unexpected situations.

### **MOTOR COACH COMPANY**

Motor coach companies that are selected by Bennett Travel have gone through an extensive evaluation to insure the best company, coaches, and drivers. Bennett Travel individually selects most drivers.

### **VENDOR EVALUATIONS**

All of our vendors such as hotels, restaurants and attractions receive an annual evaluation by Bennett Travel.

### **TRIP INTERRUPTION**

If there is a travel delay requiring overnight accommodations and meals, Bennett Travel will make the necessary arrangements. Depending on the circumstances, the group may or may not be responsible for the additional costs involved.

### **NIGHTTIME SECURITY**

Bennett Travel provides nighttime security guard(s) dedicated to your group.



## **BENNETT TRAVEL TERMS of SERVICE**

- The Group Leader will provide each trip participant with a copy of the Trip Documents Package. All trip participants are governed by the terms and policies contained therein. For groups using On-line Payments, the Trip Documents Package is also available to participants once they have created their on-line account portal.
- Bennett Travel will create a custom itinerary and payment schedule and handle all the necessary reservations, deposits, and payments to vendors and suppliers for your group. Bennett Travel will provide updates to the itinerary as needed until the final itinerary is confirmed.
- When a group is flying, it will be necessary for Bennett Travel to disclose some of your personal information with the airlines.
- The final group count will be based on the Hotel Room List for overnight trips or the Final Participation List for one-day trips. The Group Leader will provide this list and send to Bennett Travel at least **TWO WEEKS** before the **Final Payment Date**. If the participation count changes from the original quote, the cost of the trip may be recalculated.
- **A Travel Protection Plan, including CFAR coverage (Cancel for Any Reason)**, for individual participants is available for purchase from Travel Insured International, LLC. For all trips, Bennett Travel will create a unique Group Account with Travel Insured International and send the Group Leader a Trip Documents Package with the link for your group. The Group Leader will provide this link to all trip participants so they will have the ability to purchase trip insurance at the Group rate. Travel Insured International, LLC is not affiliated with Bennett Travel, LLC. A Travel Protection Plan is not required by Bennett Travel to participate in the trip, however Bennett Travel strongly recommends this security.

## **ADDITIONAL TERMS of SERVICE FOR ON-LINE PAYMENTS ONLY**

- When a Group Leader selects online payments; all participants within the group will create an online account portal through which all credit card payments will be processed. Instructions will be provided for creating your online account. We accept VISA, MASTER CARD, DISCOVER & AMERICAN EXPRESS. Bennett Travel cannot accept credit card payments over the phone and cannot accept mail-in payments from individual trip participants.
- A trip participant is not registered for the trip until the entire first payment amount due for each Traveler in your online payment account has been paid. A partial payment or an account with no payment does not secure your registration in the trip.
- Upcoming and missed payment reminders will be sent once for each payment due date. Your credit card will not be automatically charged for each payment. You must log into your online account and submit the payment by the due date as determined in the Payment Schedule. Failure to pay the Account Balance Due by the Final Payment Date may constitute voluntary cancellation from participation in the trip with forfeiture of all prior payments. The Payment Schedule is available from your Group Leader and is also included in your online account portal.
- If your group has fund raising or other monies available through the School or Boosters Organization that will be used to assist participants in paying for the trip, the Group Leader will send an authorized check and participant list to Bennett Travel. The funds will be added on-line to each designated participant.

## **FOOD SENSITIVITY POLICY**

Bennett Travel is happy that you are joining your school's upcoming trip. We believe that food is an important part of every trip and that parents and students know best how to meet their dietary needs during the trip.

When your trip includes a meal at a hotel or dining establishment, there will generally be options available for participants who need vegetarian, gluten free, or dairy-free food. It is the responsibility of the participant to notify the Group Leader of any special dietary needs. The Group Leader needs to send this list to Bennett Travel at least 90 days in advance of the trip. If we are unable to meet your dietary needs, please bring your own food (in a cooler if needed) to ensure your safety and satisfaction.



**TRAVEL PROTECTION PLAN**

Vendors and Suppliers have changed their Cancellation and Refund Policies due to the impact of the COVID-19 pandemic. Bennett Travel makes it easy for trip participants to purchase a travel protection plan at affordable Group Rates from Travel Insured International, LLC. The ***Student Deluxe with CFAR Travel Protection Plan*** provides numerous benefits including **Cancel For Any Reason (CFAR)** protection. Trip participants who would like the security of a Travel Protection Plan need to follow the instructions below and purchase their plan directly from Travel Insured International. **You must purchase your Travel Protection Plan before the final payment is due for your trip (refer to the Payment Schedule).**

**HOW TO PURCHASE THE TRAVEL PROTECTION PLAN FOR HAMILTON HS BAND:**

Please copy and paste the link provided below to your search bar to purchase the Student Deluxe with CFAR Travel Protection Plan on-line. Use the appropriate Student or Adult trip price as stated on page 2 of this packet and the final payment date of October 26, 2022 when purchasing your plan. Please read and download all plan documents. It is recommended to bring a copy of the completed policy with you on your trip.

**<https://www.travelinsured.com/group.signup?group=130957&guid=510e6465492441458311b2baf8f8fb8e>**

\* If a trip participant would like to purchase a Travel Protection Plan **without CFAR** please contact Bennett Travel and a separate link for that plan will be provided.

The cost of the Travel Protection Plan is determined by the cost of your trip.  
Please refer to the chart below to find the cost of your Travel Protection Plan.

**Student Deluxe Protection Plan  
PER PERSON RATES\***

<b>Cost of Trip</b>	<b>Travel Protection Plan Rate with CFAR</b>
\$1-\$200	\$18.00
\$201-\$400	\$25.50
\$401-\$600	\$31.50
\$601-\$800	\$37.50
\$801-\$1,000	\$45.00
\$1,001-\$1,500	\$61.50
\$1,501-\$2,000	\$81.00
\$2,001-\$2,500	\$102.00
\$2,501-\$3,000	\$121.50
\$3,001-\$3,500	\$141.00
\$3,501-\$4,000	\$162.00

\* Current insurance prices as of 02/10/2021.  
Price may be subject to change as published by Travel Insured International, LLC



## **CANCELLATION and REFUND POLICY**

**All payments** from participants are subject to this cancellation and refund policy. If a Group determines that the entire trip must be canceled, **written notification must be sent by e-mail to [finance@bennett-travel.com](mailto:finance@bennett-travel.com)** with the reason for cancellation. Cancellation by the Group Leader will be deemed effective when verified by Bennett Travel with a confirmation response to the client.

We strongly urge all trip participants to purchase the **Student Deluxe with CFAR Travel Protection Plan** offered to your group. Please contact your Group Leader for the Travel Protection Plan information and registration link specific to your group.

**If the Group Leader cancels the entire trip 91 days or more before the departure date**, the following **Refund Policy** will apply if written notice is received and confirmed by Bennett Travel as noted in the first paragraph above. A 100% refund of payments received by Bennett Travel as of the verified cancellation date will be made, less any non-refundable pre-payments made to vendors and suppliers. Any charges or cancellation fees assessed by vendors and suppliers in accordance with their policies will be deducted from the available refund.

**If the Group Leader cancels the entire trip 90 days or less before the departure date**, the following **Refund Policy** will apply if written notice is received and confirmed by Bennett Travel as noted in the first paragraph above. As we get closer to the trip departure date, the non-refundable pre-payments paid by Bennett Travel to vendors and suppliers will continue to increase, however, Bennett Travel will make every effort to maximize all available vendor and supplier refunds. Bennett Travel will pass on to the Group 100% of all available vendor and supplier refunds, less a 5% cancellation fee. Any charges or cancellation fees assessed by vendors and suppliers in accordance with their policies will be deducted from the available refund.

### **Individual Participation Cancellation**

If a Group has selected the Individual Payment System (IPS) and individual trip participants chose to cancel their participation in the trip for any reason, both Bennett Travel and the Group Leader **must be notified in writing**. E-mail [finance@bennett-travel.com](mailto:finance@bennett-travel.com) and the Group Leader and state the reason for cancellation. Bennett Travel cannot remove an on-line participant from a trip without the written consent of the Group Leader. The same Refund Policy as noted above for Groups will apply to an individual cancellation. Failure to pay the Account Balance Due by the Final Payment Date may constitute voluntary cancellation from participation in the trip with forfeiture of all prior payments. See the Travel Protection information provided by your Group Leader regarding **Cancel For Any Reason (CFAR) Travel Protection**.



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Linda Perin – Business Mgr: 269-953-8101  
Fax: 269-953-1082

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[www.bennett-travel.com](http://www.bennett-travel.com)

**For all school groups where any portion of the Trip Cost is paid on behalf of participants by the Boosters Organization or other 3<sup>rd</sup> Party.**

If a trip participant intends to purchase the Student Deluxe with CFAR Travel Protection Plan policy offered to the group, the **actual full trip cost** must be entered as the **Trip Cost** when purchasing the policy online, including any portion of the **Trip Cost** that may be paid by the boosters organization or other 3<sup>rd</sup> party. This ensures that in the event of a claim, the **actual full trip cost** is considered. All trip participants who have any portion of their **Trip Cost** paid by the boosters organization or other 3<sup>rd</sup> party should complete the **Assignment of Benefits Form** and turn it in to your Group Leader.

If you must cancel your trip, the policyholder must notify the Group Leader and Bennett Travel. In the event the entire trip is canceled, the Group Leader will notify Bennett Travel. Initiate your claim with Travel Insured and provide them with the dollar amount of the **actual full trip cost** that was non-refundable by the vendors and suppliers contracted by Bennett Travel on your behalf. Travel Insured will send the claimant an **Assignment of Benefits Agreement Form** to complete, sign, and return before processing the claim. Note: this is not the same form that you turned in to your Group Leader. Be sure to include the name of your boosters organization, the school mailing address or other 3<sup>rd</sup> party address when you complete this form (there is not a separate address line on the form). Refer to your copy of the Confirmation of Benefits Form and the Student Deluxe Protection Plan you received from Travel Insured when you purchased the Travel Protection Plan for complete Claims Procedures and the Schedule of Benefits. Please be aware that Bennett Travel is not involved in your insurance claim process.



# TRAVEL INSURED INTERNATIONAL®

A CRUM & FORSTER COMPANY

## **ASSIGNMENT OF BENEFITS FORM\*\***

**Return completed form to your Group Leader  
at the time the first Trip Payment is due**

It is understood and agreed upon that in the event any funds are due reimbursement to

\_\_\_\_\_  
(name of Booster Organization or other 3<sup>rd</sup> Party)

Travel Insured International is hereby authorized to release directly to the  
aforementioned on my behalf as part of my claim settlement.

Group or Plan Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_  
(if Plan Participant is under 18 years old)

Claims Questions: 1-800-243-3174, Weekdays 8:00am – 6:00pm, [www.travelinsured.com](http://www.travelinsured.com)  
Travel Insured International, PO Box 6503, Glastonbury, CT 06033-6503

\*\*Bennett Travel is not involved in the insurance claim process



## **INDIVIDUAL PAYMENT SYSTEM (IPS) INSTRUCTIONS**

**Please read thoroughly!**

**Questions or Concerns - contact Linda Perin, Bennett Travel Business Manager**

**Email: [linda@bennett-travel.com](mailto:linda@bennett-travel.com)**

**Phone: 269-953-8101**

1. **ONLY A PARENT/GUARDIAN** can sign up their child/student **using their email address.**
2. **STUDENTS** are not allowed to sign up themselves.

**IMPORTANT:** Please make sure your web browser is updated. Older versions of Internet Explorer will not work. You may need to clear the cache, refresh your browser and restart the process if you experience any difficulties or receive an error message. Some work environments prohibit employees to do personal online work or have a firewall that will block access to our payment portal site.

**TO THE GROUP LEADER:** You have been added as an administrator in order to view who has signed up and monitor payments. However, you need to create an online account to gain access and also enroll in the trip. Please use your School/Organization email address to create your online account. You will have your personal Online Payment Dashboard and a separate School Admin Dashboard.

## **STEPS TO CREATE AN ONLINE ACCOUNT**

1. Go to: [www.bennett-travel.com](http://www.bennett-travel.com)
2. Select 'Online Payment' (top right of home page)
3. At next screen, click on **Please make your online payments here**
4. Fill out: **First time visitors, register here.**

The email address you use will be the log-in user name for the account. Please no student/child email addresses are to be used. Enter dashes in your phone number (ex. 269-555-1212). Be sure to remember the password you create for your account. Then click on "**Create Account**". The Trip ID is found in Step 5 on page 2 of these Instructions.

**If you have previously participated in an online trip** you will need to use the '**Already have an account?**' option. Use the email address previously used to create your online account to log in. If needed, click on 'Forgot Password?' and a password-reset link will be sent to the email address previously used to create your account. You may need to check your Spam email if you do not immediately see this email in your In Box. Once your account is created use this option to log back into your account.

**Note:** Multiple payor families for a particular participant should share the same account. Whoever sets up the account must share the account log-in and password that you created. All payment & personal information is confidential for each payor – it simply displays how much was paid for the individual trip participant. Please do not create separate accounts for the same trip participant for different payers.

5. For **HAMILTON HS BAND** the TRIP ID & PASSWORD is:

**TRIP ID:** HAMILTONHSBAND-FLA22  
**PASSWORD:** qbmDK6Rv

**Note: Trip ID is ALL CAPS, NO SPACES.** Password is case sensitive.  
Click 'Submit' and you will be taken to the account/payment page.

6. Once you have added the Trip to your portal, then you add Travelers to this trip. Click on '**Add New Traveler**'. Enter the traveler's name and select the button to indicate student or adult. If your group is flying to your destination you must complete the fields for Middle Name and Date of Birth as this information is required by all airlines. Be sure to click the '**Create Traveler**' button when you finish entering the information for each traveler. You may add up to 6 travelers. When a traveler is added to your account the Payment Schedule will display the cost of the trip and the payment due dates.

If desired, below the 'Add Traveler' section is a link to '**Request Room Upgrade**'. Please refer to the Trip Documents Package provided for your trip for the additional costs associated with a hotel room upgrade.

7. Locate and click the orange '**Make A Payment**' button on your screen. Complete all information on the next screen and click the '**Pay**' button at the bottom. A receipt will be emailed to you. **Note:** You will need to log into your account each time a payment is due to submit payment. Your credit card is not automatically charged. In the Phone Number field on the payment page you must use dashes when you enter your phone number (ex. 269-555-1212). **All payments from clients are subject to the Bennett Travel Cancellation and Refund Policy that is available to you in the Trip Documents Package.**
8. A trip participant is not registered for the trip until the entire first payment amount due for each Traveler in your online payment account has been paid. A partial payment or an account with no payment does not secure your registration in the trip.
9. There is a section for Bennett Travel to post informational messages to your account.
10. Under **Trip Documents** all trip related documentation is available to view or download.
11. Be sure to log out of your account portal when finished.

**PLEASE NOTE** – The Travel Protection Plan is not included in the cost of the trip. If you would like to purchase the Travel Protection Plan use the group link on page 11 of the Trip Documents Package under the section about **Travel Protection Plan** and make your purchase directly from Travel Insured International.

If you have any questions please contact Linda Perin, the Bennett Travel Business Manager, at (269) 953-8101 or [linda@bennett-travel.com](mailto:linda@bennett-travel.com). Please be sure to include your name, the name of your group, and your phone number in your message.