

# Payment Policy

Payment/Cancellation Info will be in the Program Enrollment Booklet and in L&F online accounts.

## Initial Payment (with online enrollment)

- Payment is required for enrollment to be processed.
- Fundraising may not be used for the initial payment.
- Participants applying after the group's enrollment deadline are required to submit the amount of all payments to date + late enrollment fee (see below).

## Payment Methods

- By credit card or debit card:
  - ✓ online payment when logged in to your Language & Friendship account online
  - ✓ option to authorize recurring payments
- By check, cashier's check, or money order:
  - ✓ payable to Language & Friendship
  - ✓ school/group name + student name in memo line
  - ✓ mail directly to Language & Friendship office
  - ✓ allow up to 10 days for checks to be processed
- More frequent smaller payments or fewer larger payments are fine as long as the minimum amount due by each date is maintained.

## Fees

- Late payments and late/incomplete materials: \$40 (may jeopardize a student's participation)
- Travelers more than 10 days behind on payments will be canceled from the program. See Reinstatement Note below.
- Enrollment after group deadline\*: \$40 + all payments to date + possible additional airfare

## Payment Schedule

We recommend the following payment schedule:  
Early bird amount: Half of amount due 10/15/2019  
**\$800** due on **10/15/2019** (the enrollment deadline)  
**5** additional payments of **\$723**, scheduled evenly with the final payment due 60 days before departure:  
**4/9/2020**  
Total of payments reflects projected program price.

## Note

- Mark your calendar with the payment dates above.
- Groups of fewer than 10 may require instant airline ticket purchase resulting in a modified pay schedule.

## Final Program Price / Final Payment

- Final program price is based on actual number of travelers and inclusions requested by group.
- Any adjustments will be indicated in a final billing sent approximately 3 weeks before final due date.
- Any earned discount will be credited when the final payment is due.

# Cancellation Policy

- The participant or parent must send written notice of cancellation directly to Language & Friendship via e-mail or fax.
- "To be determined" means that the exact amount to be refunded is limited to the amount of monies recoverable at the time.
- Language & Friendship reserves the right to cancel a student's participation should there be academic, behavioral or medical issues, including failure to abide by Program Expectations. Cancellation fees apply.
- Cancellation fees apply to anyone forced to cancel due to lack of documentation (e.g. passport, visa, etc.).
- Refunds are made in the form of a check written to the person/s making payments on the account.
- Groups of fewer than 10 may require instant airline ticket purchase resulting in a modified cancellation schedule.

## Cancellation Fees

Before Oct 15:	\$100
Oct 15 - Nov 15:	\$200
Nov 16 - Dec 15:	\$300
Dec 16 - Jan 15:	\$400
After Jan 15:	To be determined

## Note

- Reinstatement after cancellation incurs a \$40 fee + all payments to date + possible additional airfare. *Reinstatement cannot be confirmed until flight and land arrangements are secured.*
- For cancellations before the "To be determined" timeframe, refunds are processed within 30 days.
- For cancellations in the "To be determined" timeframe, refunds may take longer as extra time is needed to make the contacts necessary to determine how much can be recovered.