

Dear Parents and Students,

Lynchburg-Clay Middle School is planning an Educational Travel Program to Gettysburg, Philadelphia, and Hershey, Pennsylvania. Our tour dates are May 18 - 21, 2021. Our staff will chaperone the tour, which will be arranged by Classic Student Tours, an Ohio 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 (double occupancy for chaperones) and the following number of paying persons per motor coach is only:

44 - 47 paying participants per motor coach	\$ 610.00
40 - 43 paying participants per motor coach	\$ 633.00
36 - 39 paying participants per motor coach	\$ 660.00
32 - 35 paying participants per motor coach	\$ 695.00

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 approximately 10-14 days before departure which will include pertinent trip information, names of chaperones, name and phone number of our hotel, etc.

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 **Tuesday, December 1, 2020** to hold your reservation. Deposits received after one motor coach is filled will be accepted for additional motor coaches, or to form a waiting list for replacement of canceled reservations. A second payment of **\$200.00** will be 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 30, 2021**. **ANY PAYMENTS RECEIVED AFTER THE FINAL DUE DATE WILL NEED TO BE IN THE FORM OF A CASHIERS CHECK, MONEY ORDER, OR CREDIT CARD.** Invoices **will not** be individually mailed for payments. 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.

**On February 2, 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.

**CLASSIC STUDENT TOURS ACCEPTS CREDIT CARDS. THEY ACCEPT MASTER CARD, 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 A PAYMENT. 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

This tour will be educational, interesting, and fun! I'm sure this tour will be remembered as a highlight of each student's middle school experience.

Sincerely,

Mr. Todd Faust  
Lynchburg-Clay 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 **a minimum of seventy-five dollars (\$75.00)** against monies paid toward that trip. In addition, **any non-refundable deposits/payments made by Classic Student Tours for the 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 group cancels the tour.

**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!