
8th Grade Trip Update

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Mon, Apr 6, 2020 at 10:06 AM

Good morning 8th Grade Families.

We have received an update from Corporate Travel on the refunds back to families for the D.C. trip. I hope this is able to clear up a little confusion and explain the process better.

Most families have already sent the cancelation email to Corporate Travel as previously explained in the first school messenger sent on March 23rd, 2020. That was step one of the process. The tour group had a cancellation schedule that states if we cancel between 3/11/20 and 4/09/20, there is a \$470 penalty. Families then would receive a credit back to their credit card or bank depending on how they paid for the trip. For example: If you paid in full \$795 you will receive a credit back of \$325 directly from Corporate Travel. **The email to cancel your trip must be sent to Corporate Travel before April 9th to receive the \$325. If you do not send the email before April 9th, you will only receive 75% of the total trip from the insurance company. That is a difference of \$81.25.**

Step two of the process is to follow the directions that Corporate Travel sent out to claim the insurance. The outstanding \$470 will be covered by the insurance with a 75% refund. In total for a trip that was paid in full you will get back **\$640** which is just above 80% refund back.

The email from Corporate Travel has a statement that reads: [Your group included travel protection through our partner, Travel Insured, and attached you will find your Confirmation of Benefits and Full Protection Policy. Page 3 of your Confirmation of Benefits contains instructions on how to file a claim. Whether you purchased a policy through Travel Insured or another agency, we recommend contacting your provider as soon as possible to begin the claims process.](#)

Please make sure to follow the instructions that Corporate Travel included in the attachments to claim the 75% of the \$470. There is an online form to fill out. You will need the attached document to file your claim. It explains the trip, the insurance, and the cancelation process. You will also need to attach the document from Corporate Travel to show your refund. I have heard from some families that they are receiving the refund from Corporate before the email with the directions. For some families the email was also in the spam folder.

It is our goal to ensure each family has the information necessary to file a claim prior to April 9th. If you have any questions about your claim, please reach out as soon as possible.

Thanks,

Brandon Szwejkowski, Assistant Principal
Slauson Middle School
szwejkowskib@aaps.k12.mi.us

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