

Online Booking Instructions

PLEASE SAVE THIS FLYER AS IT CONTAINS IMPORTANT TRIP DETAILS

A deposit of **200** is required by 9-20-2018 to reserve and secure your reservation. This trip is booked on a first come, first served basis. There are a limited number of seats available, so booking early is imperative.

TO REGISTER FOR THE TRIP VISIT: <https://booking.ctscentral.net>

If you have used our system in the past, you can log in with your Username & Password.

If this is your first time using our online booking system, you must REGISTER to set up an account:

Create a **Username:** _____ **Password:** _____

(Keep these handy to view your account and make payments.)

Next, go to "Book A Trip" and enter: **Trip Code 23068 and Group Code 6441**

THE INFORMATION PROFILE IS THE TRAVELER- THE EMAIL AND PHONE NUMBER IS THE PARENT SO THAT COMMUNICATION GOES TO THE ADULT.

Once your initial reservation is made, you will receive an email confirmation. Please look for this confirmation to ensure that the process completed successfully and your email accepts our correspondence. If you do not receive an email confirmation, please contact our office to be sure it processed and verify your email.

NOTE TWO VERY IMPORTANT SCHEDULES:

DEPOSIT SCHEDULE (PAYMENT DUE DATES):

Deposit: \$200 per person due on or before 09/20/18

2nd Payment: \$200 per person due on or before 10/11/18

3rd Payment: \$200 per person due on or 11/11/18

Final Payment: Due on January 11, 2019

Passengers not paid in full by Feb 1, 2019 will be automatically cancelled. Final payment amount is based on the rooming list occupancy provided by the school.

CANCELLATION POLICY

FROM DATE OF DEPOSIT TO 02/10/19 \$50 PENALTY PER SEAT

FROM 02/11/19 TO 03/12/19 \$235 PENALTY PER SEAT

FROM 03/13/19 TO 04/11/19 \$470 PENALTY PER SEAT

60 DAYS OR LESS NO REFUND

CTS RESERVES THE RIGHT TO CANCEL THIS RESERVATION IF PAYMENTS ARE NOT MADE ACCORDING TO THE PAYMENT SCHEDULE. A \$25 FEE WILL BE ASSESSED TO ANY REINSTATED RESERVATION

After the initial deposit you can view your account and make payments anytime by logging into your account at:

<https://www.ctscentral.net>

Should you require any assistance or have questions please contact a Client Relations Specialist at 1-866-466-2202. Hours of operation are Monday – Friday 9:00 a.m. – 5:30 p.m. EST

