

Mt. Lebanon Band Builders Trip Policy

- 1.) **Reason for the Policy.** *A series of deposits are required for each member of the Mt. Lebanon Marching Band who will participate in the band trip as planned by the Band Director and approved by the School Board. The initial deposit constitutes a binding commitment that the student will participate and is used to establish the size of the student body participating in the trip. Reservations for travel, accommodations, board and overall trip costs are based on the number of students who make this commitment. The Mt. Lebanon Band Builders on behalf of the Mt. Lebanon High School makes payments to the tour organizers in amounts and on a schedule dictated by the tour organizers.*
- 2.) **Deposit Amounts and Due Dates.** *The number and amount of deposits and due dates for said deposits will be set by the Band Builders and Executive Board and will correspond to the timing and amounts of the monetary obligations of the Band Builders to the tour organizers.*
- 3.) **Form of Trip Deposits.** *Trip deposits may be paid by check or taken from the student's accumulated trip credits so long as these credits are greater than or equal to the required deposit amounts. All checks must be cleared before the departure date of band trip. For that reason, any payments paid within 10 days of band trip must be paid in the form of money order or certified check. **Mt. Lebanon Band Builders reserve the right to request funds by money order or certified check in the event of checks returned for insufficient funds.***
- 4.) **Student Cancellation Policy.** *Because deposits represent the transfer of funds from the Mt. Lebanon Band Builders to tour organizers, if a student cancels, trip deposits (if by check) cannot be refunded to the student, parent or guardian, nor (if from trip credit account) replaced in the student's trip credit account. **Deposits represent a binding commitment for the student to participate in the band trip and are non-refundable if a student cancels for any reason.***
- 5.) **Petition for Refunds.** *Any credits in the student's trip account, whether by deposits made by check or credit raised through fundraising at the end of a student's time in the band (whether by voluntary quit or expulsion by Band Director) will convert to the Mt. Lebanon Band Builders General Fund. Parents and students are encouraged to utilize their trip credits as they will be non-refundable.*
- 6.) **Trip Cancellation.** *If, due to circumstances beyond the control of the Band Builders, a trip must be cancelled, all trip deposits made by check will be refunded minus any costs previously expended or incurred on the student's behalf. Trip deposits made from trip credits will be restored minus any costs previously expended or incurred on the student's behalf.*
- 7.) **Individual Arrangements.** *Students are expected to participate fully in the trip as arranged by the Band Director. For example; students are expected to travel with, use the accommodations of and participate in all activities as outlined on the itinerary for this school arranged trip. Any changes or deviations from the prearranged activities must be approved by the Band Director. Because the price of the trip is negotiated on a group rate, even approved deviation from the trip will not result in a price reduction for the student.*
- 8.) **Default of Payment.** *If for any reason a student's trip is not paid in full by the departure date, the student will not be permitted to participate in the trip. Arrangements for payment in full must be made with the Director of Administration and the Mt. Lebanon Band Builders reserves the right to take legal action for non-payment.*