

# **IMPORTANT INFO ~ PLEASE RETAIN FOR YOUR RECORDS**

## **Northview Senior Citizens Day Trip and Outing Policies**

Day Trips: By Motor Coach

Outings: By school bus (currently) or mini-bus (when purchased)

### **To register for a trip or outing:**

~ Call/Email to reserve a seat at [365-6150](tel:365-6150) or [cfriedt@nvps.net](mailto:cfriedt@nvps.net)

~ Please reserve a seat prior to mailing in payment

~ 1<sup>st</sup> come, 1<sup>st</sup> served basis

### **Payments:**

Checks payable to: Northview Public Schools

Walk-in payment: Drop off payments at Northview Public School Administration Office at 4365 Hunsberger NE Grand Rapids, MI 49525. They are typically opened Monday to Friday from 7:30 a.m. to 4:30 p.m. *A personal check is preferred but if you are paying in cash it needs to be exact change and in an envelope labeled Northview Senior Citizens.*

Mail payment: Northview Seniors 4365 Hunsberger NE Grand Rapids, MI 49525

**Final payment is due 45 days prior to departure unless otherwise noted.**

### **Deposits:**

**Deposits are necessary only on trips/outings more than \$50 or if noted on the itinerary.**

**A deposit of \$25 is due w/in 7 days of making the reservation for those trips over \$50.**

### **Cancellations:**

A full refund will be issued if a trip is cancelled by Northview Senior Citizens.

If you need to cancel your trip the cancellation penalties are listed below:

90-60 days prior \$10 cancellation fee

59-30 days deposit is non-refundable

29-1 days trip is non-refundable (if seat is resold, you will be fully refunded)

### **Departures:**

Please arrive at least **15 minutes** prior to departure time.

**We are a timely group and leave on time.**

Northview Senior Citizens have the right to make changes to the itinerary in order to maintain the quality and integrity of the tours.