



Thornapple Travel

Registration and Payment Instructions for Performing Arts Workshops, Inc. Trip to NYC

Students: Registration deadline: September 17, 2023

Chaperones: Wait to be invited to join the trip

Registration and Payment Instructions

1. Go to our website www.Thornappletravel.com
2. From the menu bar choose Current Traveler (make payment) and then from the dropdown menu click on the "Register and make payments".
3. On the "Register and make payments page" scroll down until you see "select your organization" box. Click on this box and choose "PAWS, INC".
4. After selecting "PAWS, INC", tab to the next box "Organization Code" and enter the code provided for your trip (your code is **24pS?7LGA**) then click the "Start" button. If you enter the correct code, a new box will open below (you may have to scroll down) – click on the "Go to Trip" button.
5. Our registration page will open in a new tab. Click on the drop-down menu above the "Select" button.
6. **Select the type of trip. If you are registering as a student(s) choose "Student Trip Package" from the drop-down menu. If you are registering as a chaperone, choose "Chaperone Trip Package".**
7. Choose the number of travelers for your chosen package.
8. Choose to pay the deposit or pay the trip in full and then click on "Continue".
9. Answer all the questions for each participant and then click on "Continue to Payment".
10. Choose to pay by direct transfer from your bank or pay with a credit card (if you pay with a credit or debit card there is an additional 2.9% fee; 3.9% fee if you use American Express).
11. Click on "Book".
12. To make future payments – follow steps 1-4, click on the "sign in" button and enter the email address you used to make the original reservation or log in through the payment reminder emails that you will receive.
13. All cancellations are to go through the program's director before refunds based on the cancellation policy can be issued.

Code for PAWS, INC: 24pS?7LGA (case sensitive)

Thornapple Travel LLC – Karen Hoffman 269-953-8284 or Patti LaJoye 269-953-8285

Payment Information for Performing Arts Workshop Inc to NYC

PAYMENTS FOR STUDENT QUAD ROOMS TOTAL PRICE \$ 1,228 (4 to a room with 2 queen or double sized beds):

	DUE DATE	
1ST PAYMENT – NON-REFUNDABLE	September 22, 2023	\$150
2ND PAYMENT	November 17, 2023	\$ 270
3RD PAYMENT	January 19, 2024	\$ 270
4TH PAYMENT	March 15, 2024	\$ 270
FINAL PAYMENT	May 10, 2024	Approx.\$268 – based on final room configuration

PAYMENTS FOR CHAPERONE DOUBLE ROOMS TOTAL PRICE \$ 1,389 (2 to a room with 2 queen or double sized beds):

ONLY SIGN UP ONCE APPROVED AND INVITED.

	DUE DATE	
1ST PAYMENT – NON-REFUNDABLE	September 27, 2023	\$150
2ND PAYMENT	November 17, 2023	\$ 310
3RD PAYMENT	January 19, 2024	\$ 310
4TH PAYMENT	March 15, 2024	\$ 310
FINAL PAYMENT	May 10, 2024	Approx.\$309 – based on final room configuration

- *Chaperones can purchase a single room supplement for \$ 305. Single rooms are not guaranteed. Single room availability will be finalized once the rooming list is received. If a single room is not available, your single supplement payment will be refunded.*