



## Deposits and Payment Schedules

### Deposits

#### **To book a mission trip:**

Please call or email first to be sure the dates you desire are available. All trips are booked on a first come, first served basis.

**Initial Deposit (Part I):** Send a \$750.00 non-refundable minimum deposit for the first 10 people or less. This is due within 14 days to hold your dates. **Dates cannot be held without the deposit.** This only guarantees ten spaces.

**Initial Deposit (Part II):** In addition, a non-refundable deposit of \$75.00 per person for each additional participant beyond 10 is required. One month from the booking date we must receive the balance of deposits for each space requested.

**The \$750.00 minimum deposit must be received within 14 days of inquiry about booking,** to hold trip dates. The balance of the Initial Deposit of \$75.00 per additional person is due one month from the booking date. We cannot reserve spaces for which we do not receive a \$75 non-refundable deposit. **If no deposit has been sent in, no space has been reserved for that person.**

### Trip Payments

**90 days before your scheduled trip starts** 1/2 of the balance due (based on rate of \$275.00 per person, minus \$75.00 already deposited. Under 10 persons, figure from \$750 deposit.) must be received in Mustard Seeds' office.

**60 days before your scheduled trip starts** the remaining 1/2 of the balance due must be received in the Mustard Seeds' office.

## **Late Fees**

**If all fees for trip have not been received by 30 days before trip, a late fee of \$200.00 will be assessed the group.**

## **Trip Cancellation/ Refund Policy**

Should you decide to cancel your trip, we must hear from you by phone, email or letter immediately. **The Initial Deposit is non-refundable in all cases.**

**If cancellation occurs 90-61 days from date of trip** and first scheduled payment (see above) has been received, 50% of that payment will be refunded (the Initial Deposit is non-refundable).

**If cancellation occurs 60-31 days from date of trip**, 25% of total payments received to date will be refunded (the Initial Deposit is non-refundable).

**If cancellation occurs 30 days or less from start date of trip**, no refunds will be given. The Initial Deposit remains non-refundable.

## **Adding or Dropping Participants**

To add a participant, phone or email Mustard Seeds' office to be sure there is room for the additional person and **submit the appropriate deposit and payment if due, required within 14 days time. Skills assessment, commitment form, and medical activities forms on new participant must be included.**

To drop a participant, phone or email Mustard Seeds' office immediately to notify. Include the skills information being deleted from the group. **The Initial Deposit of \$75.00 is non-refundable.** Other refunds subject to trip cancellation policies listed above.