



Deposits and Payment Schedules

Deposits

To book a mission trip:

1. 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.
2. Initial Deposit (Part I): For a group, send a \$750.00 **non-refundable** minimum deposit for the first 10 people or less. **Family deposit rates** are 25% of total fee. Families coming as part of larger group will be calculated separately after group minimum deposit is paid. This is due within 14 days to hold your dates. Dates cannot be held without the deposit.
3. Initial Deposit (Part II): In addition, a non-refundable deposit of \$75.00 per person for each additional participant beyond 10 is required as they sign on for the trip.
4. ***The \$750.00 group minimum deposit or Family trip 25% minimum deposit must be received within 14 days of inquiry about booking, to hold trip dates. No trip dates will be held longer than 14 days without at least the minimum deposit.***

The balance of the Initial Deposit of \$75.00 per additional person is due as soon as possible. We can only reserve spaces for which we receive deposits.

All fees are non-refundable and subject to change.

Trip Payments

1. 90 days before your scheduled trip starts 1/2 of the balance due (based on per person rate or family rate, minus deposit already paid) must be received in Mustard Seeds' office.
2. 60 days before your scheduled trip starts the remaining balance due must be received in the Mustard Seeds' office.

Late Fees

1. We reserve the right to assess a late fee of \$200.00 if all fees for trip have not been received by 30 days before trip,

Trip Cancellation Policy

Should you decide to cancel your trip, we must hear from you by phone, email or letter **immediately**. **All fees paid are non-refundable. There will be no refunds to any portion of payments made.**

Adding or Dropping Participants

1. 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 information on new participant must be included.
2. To drop a participant, phone or email Mustard Seeds' office immediately to notify. Include the name and skills information being deleted from the group. No refunds will be made for payments made.