



# DEADLINES & DEPOSIT POLICY

A basic outline of what we need from you and when

## SPRING GROUPS

### WHEN YOU SIGN UP

- Registration Forms
- \$100 deposit (non-refundable)

### 2 MONTHS PRIOR TO YOUR ARRIVAL

- 15% deposit (non-refundable)
  - If your group is attending during a discounted program week, you will owe a 15% deposit at this point.

### 1 MONTH PRIOR TO YOUR ARRIVAL

- 50% deposit (non-refundable, non-transferable)
  - At this point, your group must pay 50% of your remaining balance. This deposit is non-refundable and non-transferable, meaning that if you drop any spots **AFTER THIS POINT**, you are still responsible for paying half for each of the spots dropped.

**PLEASE NOTE: We can only credit your group's account for 1/2 of the cost of participants dropped after this date.**

- Certificate of Insurance
  - This form is **MANDATORY** and is **NOT** the same as **PROOF OF INSURANCE**. Call your church's insurance provider and request this form – it must name **NOBTS & MissionLab** as certificate holders.
- Completed Housing/T-Shirt Form
  - This form is included in this packet. You may fax, mail, or email this form to our office by this date.
- Background Checks
  - Everyone over the age of 18 will have a background check done by a link provided by the MissionLab staff.
- Completed Allergy/Meal Request Cards
  - These cards are included in this packet. Fill them out for any participant who may qualify. You may fax, mail, or email this form to our office by this date.

### UPON ARRIVAL

- MissionLab Release Forms
  - A MissionLab Release Form is provided in this packet. For legal purposes, the MissionLab Release Form **MUST** be used, even if your organization has its own. A completed copy is **REQUIRED** for ALL participants, regardless of age. **Forms must be notarized for anyone under 18.** It's a good idea to make copies of the notarized forms for your records as you travel. Please do not mail the forms. We will collect the originals and keep them for our records.
- Key/Room/Campus Property Deposit
  - A \$100 deposit is due upon arrival. The deposit will be returned at departure, less any charges for a lost key, room damages, and/or campus property damages. This is payable by check, cash, or credit card.
- Final Balance
  - Payable by check or credit card. Please make checks payable to MissionLab.

## SUMMER GROUPS

### WHEN YOU SIGN UP

- Registration Forms**

- \$100 deposit (non-refundable)**

**BY FEB 1<sup>st</sup>, 2020** (if arriving 5/31 - 6/28) **OR MARCH 1<sup>st</sup>, 2020** (if arriving 7/5 - 7/26)

- 15% per person (non-refundable)**

- If your group is attending during a discounted program week, you will owe a 15% deposit at this point.

**BY MAY 3<sup>rd</sup>, 2020** (if arriving 5/31 - 6/28) **OR May 31<sup>st</sup>, 2020** (if arriving 7/5 - 7/26)

- 50% deposit (non-refundable, non-transferable)**

- At this point, your group must pay 50% of your remaining balance. This deposit is non-refundable and non-transferable, meaning that if you drop any spots **AFTER THIS POINT**, you are still responsible for paying half for each of the spots dropped.

**PLEASE NOTE: We can only credit your group's account for 1/2 of the cost of participants dropped after this date.**

- Certificate of Insurance**

- This form is **MANDATORY** and is **NOT** the same as **PROOF OF INSURANCE**. Call your church's insurance provider and request this form – it must name **NOBTS & MissionLab** as certificate holders.

- Completed T-Shirt Form**

- This form is included in this packet. You may fax, mail, or email this form to our office by this date.

- Background Checks**

- Everyone over the age of 18 will have a background check done by a link provided by the MissionLab staff.

- Completed Allergy/Meal Request Cards**

- These cards are included in this packet. Fill them out for any participant who may qualify. You may fax, mail, or email this form to our office by this date.

### UPON ARRIVAL

- MissionLab Release Forms**

- A MissionLab Release Form is provided in this packet. For legal purposes, the MissionLab Release Form **MUST** be used, even if your organization has its own. A completed copy is **REQUIRED** for ALL participants, regardless of age. **Forms must be notarized for anyone under 18.** It's a good idea to make copies of the notarized forms for your records as you travel. Please do not mail the forms. We will collect the originals and keep them for our records.

- Key/Room/Campus Property Deposit**

- A \$100 deposit is due upon arrival. The deposit will be returned at departure, less any charges for a lost key, room damages, and/or campus property damages. This is payable by check, cash, or credit card.

- Final Balance**

- Payable by check or credit card. Please make checks payable to MissionLab.

## MISSED DEADLINE POLICY

- *If your group registers after one or several of the deadlines above have passed, all items that were due at those deadlines will be due at the time of registration.*
- *Failure to meet deadlines for any of the above deposits or materials listed may result in a \$100 late fee for each deposit missed, forfeiture of some of your group's spots, and/or cancelation of your trip.*