

Summer 2025 Payment Schedule and Policies



- After you complete the Registration Form, which includes your initial participant count estimate, you will receive an email confirmation if your trip dates and location preferences are available. If they are not, we'll discuss alternative options.
- Your **deposit will be due two weeks from the date you receive your confirmation.** The deposit will be \$250 for groups of 12 or less and \$500 for groups of 13 or more. Your deposit will be applied to the total cost of your trip.
- You may change your participant numbers by any amount before your next payment. Should you reduce your participant number, all previous payments will be applied toward the reduced number.
- Your first payment of **\$100 per person will be due on Monday, January 13, 2025*** and will be calculated based on the numbers submitted by January 8. If you register after this payment due date, \$200 per person will be due on the next payment deadline.
- Your second payment of **\$100 per person will be due by Monday, March 3, 2025** and will be calculated based on numbers submitted by February 27.
- **By April 1 you should have your numbers fairly solidified. We will not be able to accept increases of more than 20%. You will also be responsible for 80% of the total cost, should you reduce numbers by more than 20% or cancel your trip** because of the costs already incurred by Be The Neighbor by that time. For example, if you have registered for 10 people, you cannot add more than 2 people on or after April 1 and if you reduce below 8 people, you will still be responsible for paying for all 8 people.
- Your **final participant number count and Group List are due April 15, 2025** for all trips.
- **May 1, 2025 your remaining balance** will be due.
- **All payments are non-refundable.** If you overestimate your numbers and pay in advance, we will not be able to refund additional payment. Per-person payments that are higher than your final number will be applied to your trip balance.

Payments may be made online or by church check and should be made payable to Be The Neighbor. We are unable to accept individual payments or personal checks. Checks should be mailed to: Be The Neighbor, P.O. Box 101853, Fort Worth, TX 76185.

*If you register after January 8, 2024, your deposit is due two weeks after your registration confirmation and you will not need to make the January 13 payment. Your first payment will be on the March 3, 2025 payment date. Your payment due on March 3, will be \$200 per participant. The remaining payment schedule is as listed above.