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F.A.O School Bursar/Finance Department:

As the School Bursar/Finance department handling the finances of the next Visions tour, we are updating you on an offer the school has been made for this tour.

Visions in Education is pleased to offer the following cash back incentive to our travelling schools:

Cash back....Added Incentive: As an added incentive to both the school and parents, a £5/\$8 per paying person refund is available to all schools which pay the correct deposits and balances on the correct dates **as well as** submit all required documentation by the original specified due date (inclusive of Passenger Information Booklet <PIB> in its entirety). Once your initial deposit is received, you will be issued with a receipted invoice detailing amounts and due dates of remaining payments. For further details please do not hesitate to contact us.

As a file note, the due date for your group’s documentation is as follows:

<u>Travel Departure Date</u>	<u>PIF Due Date</u>
September	1-June
October	1-July
November	1-August
December	1-September
January	1-October
February	1-November
March	1-December
April	1-January
May	1-February
June	1-March
July	1-April
August	1-May

Please be advised that some airlines may require the PIB to be sent in earlier than the date noted above. In these instances, the Party Leader for your school will be notified about the specific revised due date for the PIB.

In order to qualify, schools must submit their passenger booklet in its entirety with no missing details, no later than the above date. Also required is a copy of your school’s insurance documentation. Your party leader has also been made aware of the requirements necessary.

If you have any questions relating to the cash back plan, please contact VIE in the UK at 01444 226348 / info@visionsineducation.co.uk; or in the USA at 802.239.3010 / info@visions-in-education.com.

Very warmest regards,
 Visions in Education Finance Team