Correspondence #3

Hello,

Please find below additional orientation information, financial details and a few reminders for our upcoming trip.

**Financial Information**

Please find attached the International Field Exploration (IFE) Option Form, also found on the student-travel moodle site.

Financial timeframes are as follows:

* **By YY/MM/DD**: Please return IFE form to (xxxx) and nonrefundable deposit of $500 Canadian to your student account.
* **By YY/MM/DD**: The balance of the payment to your student account will be required.
  + \*Please note:  You are able to put payments onto your “field trip account” at any point prior to Feb. 1, 2018 by clearly labelling with a follow up note to student accounts the payments are earmarked for field trip fees.
    - *Example:* $1500 USD for (COURSE NAME, TRIP) activities, gratuities, transport within country, accommodation and breakfast from (xxxx to xxxx).
    - *Example:*

Individual costs payable by student:

* Airfare – round trip – please purchase a refundable ticket or flight insurance
* Breakdown of estimated budget for meal costs
* Personal flight/health insurance
* Personal purchases

Check out travel bursaries or scholarships to assist with travel:

* <http://www.royalroads.ca/financial-aid-awards/irving-k-barber-one-world-international-scholarship-0>
* <http://www.royalroads.ca/financial-aid-awards>

**Additional Information:**

On (insert date), we will be holding a mandatory online field trip orientation presentation, please ensure to join us (ZOOM LINK)

Upon full trip payment is received, we request copies of various travel documents, including your:

* Flight confirmation and itinerary
* Passport
  + \*Please note – your passport must be valid for X day (insert if relevant) after the date you leave (country of field experience destination). You may need to renew your passport if you do not meet the country’s requirement.
* Health insurance
* All waivers signed and dated

All copies of travel documents are kept secure, and if printing is required will be shredded upon arrival back to Canada.

**Flights**

As mentioned, please book your flights with cancellation insurance and send us your itinerary.

Arrival information:

* How to get from airport to meeting location
* When do people need to arrive by
* If flight delay will postpone meeting the group, how will you make arrangements to connect
* When/where will the trip conclude and how to return to airport

**Itinerary:**

(Insert any notes)

**Local Information:**

* Hotel links
* Transportation links
* Cultural links

You will get a highly detailed itinerary booklet upon your arrival that will include contacts, local restaurants, local hotels and their services (laundry, etc), and local emergency services.

If you are not able to meet the timelines outlined above, or if you have questions– please contact (insert name)