

## IPC Trip Registration and Signup Guidelines

Goal: Since IPC heavily subsidizes the cost of trips and retreats to make them affordable and accessible for students and families, it is our desire to create clarity for parents about payments and deposits collected that go towards the balance of retreats and trips.

- A student is officially signed up for a trip **only when both** of the following have been completed:

1. A parent of the student has filled out the online IPC Registration and Release Form

**AND**

2. A parent turns in a deposit in the form of a check (not cash) for the trip to IPC Student Ministry Staff during normal business hours at IPC (M-F 9-4:30) or at a student ministry event (money can not be delivered to our homes during off hours).

- When parent signs a student up for a trip and turns in a deposit:

- They are **agreeing to pay for the entire amount of the trip**. Costs, deposits, and due dates of balances are listed online or on trip brochures and flyers. Ordinarily, balances are expected to be paid by the due date listed. Please communicate if you may need to make multiple payments or if you might need some time past the payment deadline.

- In the event that your student backs out of a trip that you have already paid a deposit for:

- Since IPC heavily subsidizes the cost of trips, the deposit is always non-refundable.
- Every deposit will be 1/2 of the amount of the total cost of the trip.
- If a student drops from a trip within 3 weeks of the date of departure, there will be no refund and any unpaid balances will still be made to IPC for the cost of the trip.
- If we are notified that your student is dropping before the 3 week no-refund deadline, we will work to fill their spot. If we are able to fill their spot before the 3 week departure deadline, a refund will be given minus the deposit.

**Exceptions:** In the event that there is a family emergency or the student has an illness or injury that prevents them from participating in the trip, a **full refund** (including the deposit) will be made only if we can fill the spot (3 week no-refund window doesn't apply).

In the event that a trip or event fills up and no remaining spots are available, a waitlist will be created. If additional spots become available priority will be given to students who are members of the church and/or regular attenders.

## IPC Student Ministry Financial Assistance

IPC has limited funds for those who are church members (or children or church members). Financial assistance funds are not "scholarships" to be given out and divided to anyone who applies, but are only for those who demonstrate a legitimate financial need through filling out an online application disclosing specific areas of financial need. Applications are available online by request only.

Ordinarily, the minimum amount a family must pay for a trip is 1/2 of the cost of the **actual trip price** that IPC pays per-person to attend a trip. For instance RYM charges us \$410 per person for our trip, but the advertised cost for IPC students is subsidized to \$395. The minimum price for a student who needs financial assistance for RYM would be 1/2 of the actual price IPC pays RYM per-person: \$205 (half of the RYM price of \$410).