# DIRECTOR'S CHOICE Individual Billing Information

Individual Billing allows group participants to submit individual trip payments online. Group leaders will be responsible for communicating with the participants, and monitor the financial details for the group.



### **Cancellation Schedule and Terms**

The Individual Billing Cancellation schedule can be customized, but must adhere to the Group Cancellation Schedule and Terms on the group registration agreement.



## Per Person Pricing and Individual Billing

The fees associated with Individual Billing are factored into the group package. It is recommended the group leader add an additional 5-10% increase in the per person package pricing for any unforeseen changes to the trip.



The group leader is responsible for communicating with the

be directed to the group leader.

participants. Payment and cancellation reminders will be sent to the

group from Director's Choice. Questions regarding trip details should

- dow has closed, and the active participant numbers are reconciled within our system.
- e final air price may differ from the initial estimated price at the time of group registration.



All participants will complete an online registration during the open enrollment

• All participants will agree to the Director's Choice Student and Adult Participant

• Active participant registration will not be complete until the initial payment has been received. Only active participants will be included in the total counts for the

• If the group leader wishes to add participants after registration has closed, he/she

• The group leader can view all participant accounts and current financial status for

may reopen registration by submitting that request in writing to his/her Travel

Individual Participant Registration

period agreed upon by the group leader.

Terms and Conditions.

each participant.

## **Bulk Payments**

The group leader can submit a bulk payment for the group and allocate funds to individual participants.





to the group leader.















