

TRIP POLICIES AND PAYMENTS

1. **Program Participation Fee** – Program Participation Fee is the cost per day for each participant and usually includes: program fee, lodging, food, facilitation, local staff, and standard site visits. Ground transit varies by location and may or may not be included depending on program destination.
2. **The Program Participation Fee does NOT include:** Special restaurant meals, additional itinerary requests, special lodging, personal expenses, health and personal travel insurance, and medical expenses. Ground transportation including travel to and from airport may not be included depending on program location.
3. **Work Project Fee:** Some programs include a Work Project Fee, which is the cost to the group for each day of a work project. The work project fee in Baja is \$550/day. Work project fees are now included with the master trip invoices and folded into the total cost for programs that include work project fees.
4. **Minimum Number of Participants:** Via International ~ Los Niños requires payment for the minimum number of participants. If fewer than the minimum number participate, the group is still required to pay the total amount based on the minimum number of participants.
5. **Trip Length:** The days of arrival and departure are included in the total number of days of the trip.
6. **Pre-payment schedule:**

Payment Type	Payment Amount	Payment Due	Conditions
Deposit: First Payment	\$750	Due when making reservation	Non-refundable & non-transferable
Second Payment	\$750	Due 6 months before arrival	Non-refundable & non-transferable
Third Payment	Fees for minimum number of participants	Due 3 months before arrival	Non-refundable. This is transferable
Final Payment	Total Balance Due	Due 1 month before arrival	Non-refundable

7. **Payments:**
The deposit (first payment) and the second payment of \$750 each are non-refundable and non-transferable. The third payment is non-refundable, but may be transferred. The final payment is due one month before departure.