



**New Albany Middle School  
Washington, DC tour  
May 4-7, 2021**

Dear Parents:

New Albany Middle School, in conjunction with Prodigy Student Travel, Inc., is organizing an exciting trip to Washington, DC, set for May 4-7, 2021! This tour will give your student an opportunity to experience first-hand the excitement & history of our nation's capital! **This tour is the rescheduled version from the one originally planned for November 3-6, 2020.**

Arrangements for the tour will be made through Prodigy Student Travel, a fully licensed and insured educational travel company based in Columbus, OH.

The trip package, priced at **\$690** per student (based on **quad** hotel occup. & **40** min. paid per bus) includes the following: round-trip ground transportation, three (3) nights of accommodations, eleven (11) meals, tours of Arlington National Cemetery, Mount Vernon, and the U.S Capitol Building; visits to the US Holocaust Memorial Museum & National Cathedral, and more! This price also includes tour directors & night hotel chaperone staff, and all taxes & gratuities.

**A non-refundable deposit of \$135 per student** is due to Prodigy Student Travel by **Fri. December 4, 2020**. **IF YOU HAVE ALREADY PAID THE DEPOSIT, PLEASE DISREGARD. Deposits and payments can be made by check or money order and mailed to the address at the bottom of the page, OR can be made online at [www.prodigystudenttravel.com](http://www.prodigystudenttravel.com).** If paying by check or money order, please make payable to Prodigy Student Travel. **ALL PARENTS MUST FIRST REGISTER THEIR STUDENT ONLINE AT [WWW.PRODIGYSTUDENTTRAVEL.COM](http://WWW.PRODIGYSTUDENTTRAVEL.COM) NO MATTER WHAT FORM OF PAYMENT IS ISSUED.** If, for any reason, you are unable to register online, please call our office at 877-845-1463.

**\* The following is the planned payment schedule (after deposit). These payments should be sent directly to Prodigy Student Travel by the following due dates:**

**Fri., January 29, 2021: \$185 due  
Fri., March 5, 2021: \$185 due  
Fri., April 9, 2021: \$185 due\*\* (final payment)**

\* Your cancelled check or money order receipt will serve as your receipt if paying by mail. If paying online, a receipt will be emailed back to you promptly.

**INDIVIDUAL REFUND POLICY:**

**1) \$135 deposit is non-refundable, 2) Beyond the non-refundable portion, as of 3-5-21, portion of trip costs refundable to PST will be refunded to customer if PST is notified up to 30 days before departure date, 3) refunds requested to PST within 30 days of departure date will be made at the discretion of Prodigy Student Travel.**

**\*\* IF THE SCHOOL DECIDES TO CANCEL THE TOUR FOR SECURITY REASONS AT ANY TIME THRU 4-16-21, EACH STUDENT WILL RECEIVE A 90% REFUND OF THE TOTAL TRIP PRICE (\$621). SCHOOL CANCELLATION AS OF 4-17-21 WILL RESULT IN AN 80% REFUND OF THE TOTAL TRIP PRICE (\$552).**