



Trips Process at JFC

1. Letters will be sent out to all parents/carers of those students being offered the trip.
2. The College will require parents to reply on School Gateway that they wish for their child to attend the trip.
3. Parents will then be asked to pay a 'non-refundable' deposit for the trip and return a medical form. For overseas trips the student will also have to have a valid passport which the school will need to copy of.
4. In the event that there are too many students wanting to attend the trip (per places available) a draw will take place to determine which students gain a place on the trip.
5. Students who are unsuccessful in the draw will be placed onto a waiting list (if these students do not end up going on the trip, their deposit will be refunded). These students will also be given priority for over-subscribed trips.
6. A meeting with the trip leaders will then take place to outline the trip in more detail (some trip leaders may hold further meetings closer to the departure date). This information will also be available on the TRIPS and VISITS section of the website.
7. Further payment will then be made up to a final deadline.

Please note that following on from the deposit, any further payments made become non-refundable unless there is a new medical condition and a doctor's note will be required. All refunds are subject to a £100 excess charge from the insurance company.