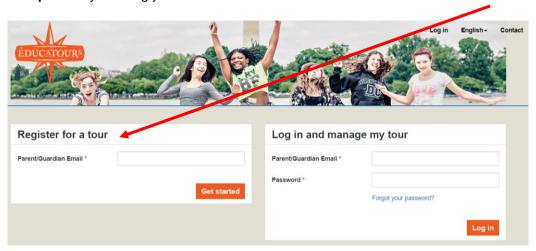


Registration process - It is important to read this document carefully until the end.

Please note that once payment is made, the deposit is non-refundable in the event of cancellation.

1. Here is our portal home page: https://portail.educatours.com/log-in

Register as a **parent** by entering your email address here.



- 2. On this registration page, you will create your profile.
- 3. Then, enter your tour code: TV8WPPW
- 4. Now that you are registered on the portal, you can register your child for their school trip in four easy steps:
 - a. Enter their personal details: name, date of birth, address, emergency contact information, allergies and special needs. MPORTANT: if a flight is included in the package, the name and date of birth entered must be identical to the one in the passport. Name change fees of more than \$200 may apply in the event of an error. Please send a copy of your passport to the school's trip organizer at least 120 days before departure.
 - b. Indicate if you wish to purchase travel insurance for your child. You will need to confirm that you have read and understood our terms and conditions.
 - c. Proceed to payment and choose between two different methods:
 - Click on "pay now" and enter the credit card information manually OR
 - Click on "Autopay" which will determine your payment plan. Your next payments will be taken from your card according to the established schedule.
- 5. If you have any questions, you can contact us by email at info@educatours.com. Please allow 24-48 hours for a response if you send an email. If you call and leave a message, expect at least 72 hours for a response.

Important Notes:

- Please register and pay at the same time, otherwise your child's profile will be canceled and you will need to contact us by email.
- For any questions regarding registration and payment methods, please send us a detailed email at info@educatours.com.
- In the case of individual cancellation, the deposit is non-refundable.
- Use a computer to register. Tablets and cell phones are not recommended.
- Only Visa and Mastercard credit cards are accepted for payment.