Payment Schedule

Required – $600.00 deposit due with enrollment
Required – Final balance due in full:

- **60 days prior to departure for spring tours (March - April)**
- **90 days prior to departure for summer tours (May - February)**

Other Payments: **(late fees apply only on final payment)**

- **$1,000.00 due 30 days after receipt of deposit**
- **$1,000.00 due 45 days after receipt of the first $1,000**

Price guarantee date, **Spring Tours**:
Paid in full by **Nov. 1**

Price guarantee date, **Summer Tours**:
Paid in full by **Jan. 15**

Read the Terms & Conditions for further information:
https://tsatours.com/forms-policies/

Check your paper statement from TSA Tours for your tour's specific payment information.

This schedule may be altered for tours starting their initial enrollment in mid-late fall, to allow us to meet their financial obligations with suppliers.

Tour Directors may have requested a specific payment schedule, check your paper statement.

Some airlines require 60 day advance ticketing. In this case a spring group may be given a 90 day prior to departure final balance due date.

Actual payment due dates vary by tour and individual, based on when the initial deposit was received. All invoices/statements clearly show payment due dates and the final balance date. You may confirm your balance due on your tour website (WeTravel page). **A late fee is imposed on the final payment due date only.**

6965 S. Priest Dr., Ste 6, Tempe, AZ 85283
TEL 480-345-6630 OR 800-444-8885 • FAX 480-345-7817
info2@tsatours.com, www.tsatours.com

Optional protection is removed from the invoice upon the written request of the participant.
A form is provided with the Welcome Packet for this purpose. If that form is not available, the participant may provide any sort of notation on a subsequent payment or e-mail communications stating that they do not want the optional protection. The premium amount will be removed from the invoice and a notation is added to your next statement indicating that the coverage has been declined. **Premiums are not refundable once paid.**

You have THREE ways to send us a payment:

1. Our website (where you can find your tour listed for enrollment or making payments, see list here, or go to the direct link given on your tour brochure): ***http://tsatours.wetravel.com***

   On our site you can pay with credit cards or ACH bank transfers. Fees apply.
2. Mail us a check payment (no fees apply).
3. Send a wire payment through your bank (contact us for wire instructions: 1-800-444-8885.)

Our Terms & Conditions are available on our web site: ***https://tsatours.com/forms-policies/*** and also are printed on the back of your tour's brochure. Parents and participants agree to abide by these Terms and Conditions when they sign the initial application card. Please contact our office if you require more information. (7/2026)

welcome!

TSA TOURS
TRAVEL SYSTEMS ABROAD

DO NOW: ARE YOUR PASSPORTS AND OR VISAS READY?

Your passport must be valid at least 6 months beyond your international return date in most cases!
Send TSA Tours a copy of the 1st page (photo) of your passport at least 60 days BEFORE TRAVELING.

You are now registered for your tour, now what?

Review the Terms and Conditions on the reverse of the tour brochure or on our website. Review your agreement with us as well as cancellation and payment guidelines.

If you have any special travel needs, such as **land-only arrangements**, air travel from an **alternate city/dates** or **special meal requests**, please contact us at your earliest convenience. Submit Deviation Requests online at least 90 days prior to your scheduled departure date. You may also provide your mileage account number and we'll submit it to the airline on your behalf.

Passport processing wait times can vary. Apply now in order to avoid expedited processing fees. It is the sole responsibility of the participant to obtain a passport and any required visas. Failure to obtain a valid passport or visa is not grounds for cancellation with refund.

Please send TSA Tours a **copy of the 1st page (photo) of your passport** at least 60 days BEFORE TRAVELING. If you do not have a passport yet, please complete the form as soon as you obtain your passport.

You can **make your tour payments online**: On www.tsatours.com, go to "Make a Payment/Enroll" OR go to the specific tour link on your brochure to get started (see directions in this brochure).

We look forward to working with you! If you have any questions, do not hesitate to call us.

Sincerely,
Troy Butters, Vice President

Clothing

- O 7-10 pairs underwear/ bras
- O 7 pairs socks
- O 7 T-shirts
- O 1-2 button down shirts
- O 1-2 long sleeve shirts
- O 1 skirt/dress
- O 1 sweater or sweatshirt
- O 1 rain jacket
- O 2 pairs of jeans
- O 1 pair cotton pants
- O 2 pairs of shorts
- O 1 swimming suit
- O 1 pair of nice shoes (versatile for casual or dress)
- O 1 pair athletic shoes (comfortable for walking)
- O 1 pair sandals
- O 1 hat
- O several nice, versatile items for going out
- O warm clothes for layering

Miscellaneous

- O watch
- O journal
- O flashlight
- O umbrella
- O camera
- O phone/tablet charger
- O sun block
- O bug spray
- O jewelry
- O 2 novels
- O 1 travel guide *(Lonely Planet, Berkley Guide, etc.)*
- O address book
- O stain stick
- O laundry detergent
- O extra batteries for electronics
- O 3 copies of passport, drivers license, ID pieces

Toiletries

(travel sizes if possible)

- O Converter: Any plug-in item will require a converter/adapter
- O tampons
- O toothbrush/paste
- O band-aids
- O deodorant
- O soap
- O shampoo/conditioner
- O vitamins/Advil/A.D. pills
- O lotion
- O contacts, cleaning solution, and case
- O glasses/sunglasses
- O waterless hand cleaner
- O ziplock bags (for wet items or other things)
- O razor/shaving cream
- O Dramamine (motion sickness pills if needed)
- O small make up bag
- O dental floss
- O hairbrush/comb
- O hairspray
- O cottonballs
- O prescription drugs (You should have 2 complete prescriptions filled in case you lose 1)
- O wash cloth

In Personal Pouch

at all times!

- O Passport/green card/ visas
- O 2 credit cards
- O traveler's checks
- O ATM card (know PIN numbers)
- O ID pieces (driver's license, school ID)
- O Insurance cards
- O $25/day in local currency
- O _____
- O _____
- O _____
- O _____

*** Have someone at home know all credit card numbers and phone numbers to call in case there is a theft or loss and keep the same information encrypted somewhere in your belongings.**

*** Remember, if you see something on this list that you don't use, don't bring it. Only bring items that are essential. If you don't see something on the list that you will need, bring it.**

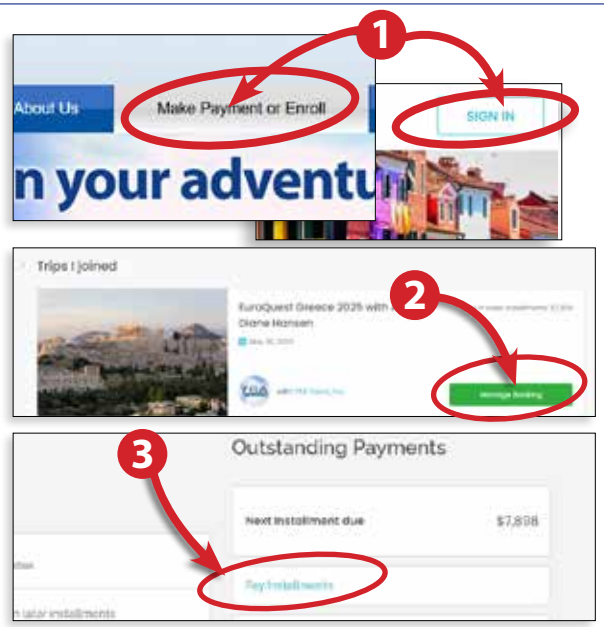
- O _____
- O _____
- O _____
- O _____
- O _____
- O _____
- O _____

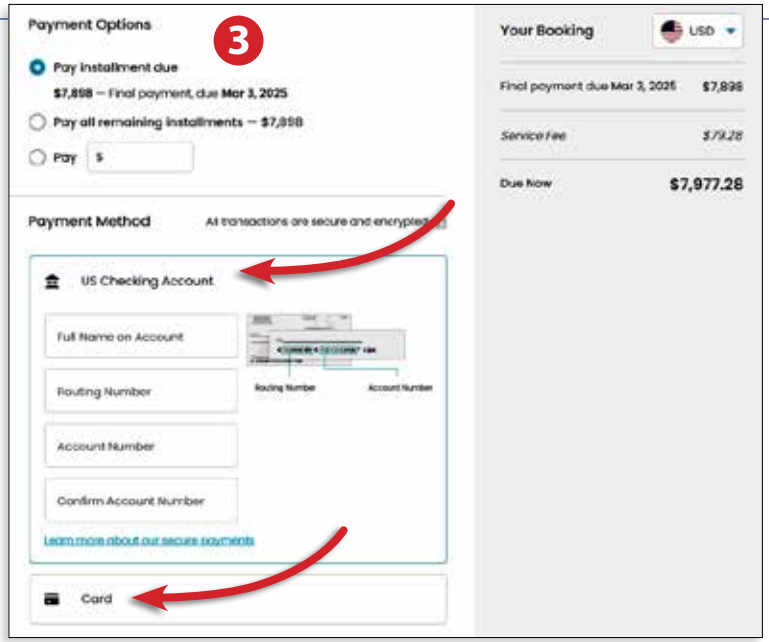
Payment Options

www.tsatours.com VISA **& ACH, and you can still always send a check**

1. Find your tour by either visiting www.tsatours.com and clicking on the "Make Payment or Enroll" link and clicking the "Sign In" button on the top right corner OR go to https://tsatours.wetravel.com and log in with the email with which you enrolled.
2. "Trips I've Joined" will appear and your tour should be listed on this first page. Click on "Manage Booking."
3. Click on "Pay Installments". Choose your amount to pay today, choose either US Checking Account (fee applies) or credit card (fee applies). Fees will appear as "Service Fee" in the right-hand column. Click "Confirm Payment".
4. To pay by check, cancel this screen and simply mail your check to: TSA Tours, 6965 S. Priest Dr. Ste 6, Tempe, AZ 85283. Your payment will be applied to this WeTravel account once received.

Any questions about this process? Call us at 800-444-8885 or email us at info2@tsatours.com.





your adventure starts here

PASSPORTS & VISAS

Your passport must be valid at least 6 months beyond your international return date in most cases (per travel.state.gov)!!!

Non-U.S. citizens may need to obtain visas even if they already have a valid passport. ***It is the sole responsibility of the participant to determine if a visa(s) is required for your tour.***

For more passport information and office locations visit: http://travel.state.gov

Make 3 photocopies of the first page of your passport (with your picture): Send TSA Tours a copy (either digitally or by mail), leave one copy with your family or friends back home and take another copy with you.

PACKING & FLYING

Checked bags:

- Lay out everything you think you need, then pack half of it.
- Take clothes that don't wrinkle or show stains too easily.
- Pack several lightweight base-layers and one or two versatile outerwear items so you can layer depending on the weather.
- Bring comfortable shoes.
- Wear your bulkier items on the plane so they take up less suitcase space.

Carry-on:

- Liquids & gels: Each person may take one 1-quart clear plastic bag with containers no larger than 3 ounces each.
- Pack a change of clothes, toothbrush and basic toiletries plus any other necessities in case your checked bag is delayed.
- Visit www.tsa.gov for more details and updates.

General:

- Other countries have differently shaped electrical outlets. You can purchase plug adapters at many stores in the U.S., but beware that some devices may be "fried" by higher voltage. Make sure your device is able to handle 220 volts before plugging it in, or purchase a voltage converter.
- Arrive early for your flight!
- Wear comfortable clothes and drink plenty of water.

MONEY

We recommend that travelers to Europe, Asia and Oceania take debit cards rather than American dollars or traveler's checks.

Contact your bank prior to travel to prevent holds on your account for suspicious charges. Tell them your travel details. Upon arrival, withdraw some cash from an ATM. Unless you know you'll be leaving civilization for a while, only withdraw what you need for a day or two. The exchange rate you'll get at an ATM is usually better than a currency exchange.

Many countries in Latin America accept American dollars, but in some cases you can actually get a better deal in the local currency. You may want to purchase a money belt.

WEATHER

Bring a lightweight waterproof jacket, closed-toed shoes and an umbrella.

Parts of Europe can be very hot and humid in the summer, so be prepared with lightweight options. If you intend to visit any churches, avoid shorts, short skirts, tank tops or sleeveless shirts.

HEALTH

1. Our tours are priced to include travel, accident and medical insurance for student trips only.
2. Adult trips, please visit www.travelinsured.com/agency?agency=45637 for preferred rates. Enter $0 for the tour price to purchase accident and emergency coverage only.

If you experience a non-emergency health issue in Europe, head to the local pharmacy. Pharmacists function more like doctors and can prescribe some common medications. If necessary, they will refer you to a physician. Many visits to a clinic are free in Europe, even for travelers.

If you become ill or injured during your trip, first notify your tour leader. Your tour leader will have several emergency contact numbers on-hand, including TSA Tours' 24-hour emergency lines. We will have access to all travelers' contact information and will notify family members in case of an emergency. Your local guide, city representative, driver and hotel staff will be aware of local medical facilities and proper procedures.

STAYING IN TOUCH

Many American cell phones function abroad, but the rates can be outrageous. Contact your provider, ask if your phone will work, and if so, how much it will cost, including roaming fees. Another option is to purchase a prepaid international phone card at your destination. These can be used in public pay phones instead of coins.

Beware of hotel phones—the charges can be very expensive for outgoing calls. Incoming calls are free, so if your friends and family have a reasonable rate plan for international calls, set up a time for them to call you in your hotel.

Internet Access: Cybercafés are easy to find, and some hotels offer free computer access to guests. Be aware that security on public terminals is often less than ideal, so take precautions when accessing banking or other private information online.

Skype and other VoIP providers such as Google Talk can save you lots of money and even make it possible to see loved ones' faces via video calling. Set up your account ahead of time if you plan to use these services.

FOREIGN LANGUAGES

Take advantage of the opportunity to learn a few key words and phrases, or improve your fluency if you already know the basics. Your guides will always speak English, but they and other locals are usually more than happy to assist you with speaking their language. Make the effort to speak a few words in their language and you'll be surprised how far it gets you.

REMINDER: DO NOW: ARE YOUR PASSPORTS AND OR VISAS READY?

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updated 12/2024

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