

2019 BU Missions Financial Policies Disclosure: Line Camp Guatemala

These policies have been designed to protect both the trip participants & the University from unnecessary financial liability. Please read each item carefully. If you have questions about our financial policies, please contact BU Missions at 254-710-7424.

Payment Options: WWW.BAYLOR.EDU/MISSIONS/PAY

- Online Credit-Card Payment (via www.baylor.edu/missions/pay);
- Check: Made out to "Baylor University";
- Cash in envelope with your Name, Team, & Amount on it. Turned in during normal business hours to BUMissions (Bobo Spiritual Life Center Room 116)
- Mail: Baylor Missions c/o Jennifer Crosslin, OBP# 97013, Waco, Texas 76798

Payment Schedule (Line Camp Guatemala) = \$2350 expenses - \$235 BUMissions Supplement for all students! = \$2115 total cost for student

(Includes Shared hotel room at [Hyatt PLACE](#) (not Regency!) adjacent to DFW airport (Fri Night), Round-Trip Flights from DFW to Guatemala Sat-Fri, lodging in Antigua at [Hotel Soleil](#), transportation, all meals, and international travel insurance. Does not include: passport, vaccinations, line camp jersey, souvenirs)

Total cost to Students = \$2115 (2350 expenses minus BUMissions supplement of \$235 applied)

- **April 24 = \$250 (non-refundable deposit)**
- **May 29 = \$932.50**
- ***June 19th Mobile Cause Closes (aka stop fundraising!!)***
- **June 26 = \$932.50 (100% of trip costs must be paid in full!)**

\$250 non-refundable deposit due April 24th . This holds your spot on the team & reserves your flight at the lower cost of our group contract.

Payment #1 due on May 29th. \$932.50 This can be made up of both payments and donations.

Payment #2 100% Final Balances are due on June 26th (up to \$932.50)

Travel documents will be held until the trip is paid in full. (According to Baylor Policy, a student will not participate in a trip if the final balance is not paid before the trip departure.)

REFUND POLICY:

There is no guarantee, that in any situation or at any time, that a student could be refunded any amount of his/her trip fee. But, in the case of disaster, hardship, death of an immediate family member, personal health crisis, or other such events, Baylor Missions will attempt to refund the student as much of the trip fee as possible, depending on the amount of costs incurred for the program (ie. any fares or cancellation fees incurred by the airline or other accommodations, administration fees, or scholarships). Baylor Missions will make no attempt to refund a student in the case of other reasons including change of mind, change of family plans, or change of career or school. (IMPORTANT Note: A student is ONLY eligible for a refund if their account has been paid ENTIRELY through payments.

Support Raising Policies

Using a team approach to fundraising establishes community within teams as they prepare for their mission projects. Team fundraising also has practical benefits. Historically, the majority of students participating in mission projects raise more financial support through a combined approach of both personal & team fundraising than they would when fundraising on their own. Fundraising policies & procedures will be provided to each participant & will contain more detailed information about the process. www.baylor.edu/missions/supportraising

What is a PAYMENT?

- A payment is any money that is designated for a specific individual
- A payment will have the name of the individual student written on the check or gift.
- A payment is only applied to a student's individual balance, not the team's.
- A payment is NOT tax-deductible.
- Payments are only refundable after all unrecoverable expenses are paid & can only be refunded to the individual that made the payment.

What is a DONATION?

A donation is any check, cash or money that is NOT designated for a particular individual.

- All monies raised through team fundraising events & turned into BU Missions are considered team funds.
- No individual name can appear on a check given as a donation to Baylor University. If a name does appear on the check, it is no longer considered a donation but a payment.
- Donations are designated for a team fund & are allotted to team members according to the team leader's discretion.
- Donations are tax-deductible & the Baylor Gift Office will send a gift receipt.
- Donations are non-refundable.