



RATOATH COLLEGE

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8.12.17

RE: Language and Culture Trip to Normandy

Dear Parent(s) / Guardian(s) / Students,

Thank you for your co-operation in paying the initial deposit for the Language and Culture Trip to Normandy on time. The remaining balance of €295 for flights, accommodation, trips and transport in France is due to be paid by Friday, January 12th.

Just like with the deposit, this fee has to be paid directly to the travel agent GTI. Instructions on how to do this are found overleaf.

A further €15 will have to be paid on Wisepay in the new year for transport to and from Dublin Airport. This was included in the original cost of the trip that students received in September. Details on how and when to make this payment will be sent out in the new year and an information evening for parents will be held closer to our departure date of March 23rd.

Have a happy and peaceful Christmas,

Yours faithfully,

The French Department



How to make a payment online for a group tour with GTI

1. Payments are to be made in two parts: deposit and final balance. GTI will not be contacting individuals for late payments. A late payment could result in the cancellation of a student's place.

2. Go to www.gti-ireland.com/payment

3. Select Private Groups & School Tours

4. You will need to enter the following information:

- Booking Reference/Passenger Surname(s) N.B. The Booking Reference must be in this format: 18-RCM001-01/(passenger surname)

- Ratoath College

- 23rd March 2018

- Normandy

- Details of Credit Card holder, name, email & contact number

- Amount you are paying

- Details of person travelling as per passport: Title, First Name(s) Surname & DOB

- You can add more passengers if required

5. Select if you are to use a debit or credit card (Please note: Due to the fee levied by credit card companies, a 2% charge will be made on payments made by credit cards. There is no charge for using a debit card.)

6. Click confirm and you will be taken to a summary page to check the details you entered

7. If you are happy with the details you can continue to Releax, a secure payment website to enter you card details & pay

8. You will then receive a confirmation number & email that you can present to the group leader Mr Gibson as proof of payment