MYTFT HELP GUIDE

INTRODUCTION

Thanks for choosing Travel for Teens!

Please follow the below instructions step by step and you'll be ready for takeoff in no time! Please do not skip over any sections, and feel free to email help@travelforteens.com or call us at 484-654-1032 (Mon - Fri 9am - 6pm EST) if you have any questions.

Thanks!

~Travel for Teens Administrative Staff

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WHAT YOU'LL NEED

Appointment with a physician if your child has not had a physical within 1 year of his/her departure date

Up-to-date passport

Access to a photocopy machine

Parent/Guardian's credit card (VISA, Mastercard, or AMEX), valid through your child's trip

Your flight itinerary (if applicable--see flights section for more information)

Digital photo of your child's face (please take the picture as though it were a passport photo)

GETTING STARTED

Scheduling a physical (if your child has not had one within 1 year of his/her departure date) and applying for a passport are the only two things that can't be done last minute, so we strongly recommend knocking those two items off of your list first! To apply for or renew your child's passport, click here.

Please double check to make sure you child's passport is not expired or will not expire while he/she is on the trip!

FLIGHTS/TRANSPORTATION ARRANGEMENTS

Sorting out your child's travel arrangements is your next top priority. Below is a list of the different ways your child can meet up with the group at the beginning of the trip. Please select the option that applies to you and follow the instructions.

IF YOU ARE:

A) Within driving distance of the trip's group flight airport (e.g. Newark International) and indicated on the registration form that your child will be taking the group flight:

Congratulations, you have it easy!

Your next steps are:

Pay for the cost of the group airfare before April 01, 2020

Fill out the Transportation Form to let us know how your child will get to the airport (parent/guardian drop off, train, bus, etc.)

B) NOT within driving distance of the trip's group flight airport (e.g. Newark International) and indicated on the registration form that your child will be taking the group flight:

Please call us during regular office hours to discuss buying a domestic flight to and from the trip's group flight airport. We will help you find a flight that ensures your child arrives on time at the beginning of the trip and flies out at the correct time at end of the trip. If you prefer we make these arrangements for you, there is a $50 charge for the service.

Once you've purchased your domestic flight, your next steps are:

Pay the cost of the group airfare before April 01, 2020

Fill out the Transportation Form

C) Undecided about whether or not your child will be on the group flight or will be flying abroad unchaperoned:

Please call us during regular office hours ASAP! We are happy to discuss your options with you. If you have signed up before April 1st, we will need a decision from you within 1 month of your date of registration. If you've signed up after April 1st, we will need a decision within 1 week.

D) Sending your child on an unchaperoned flight to the foreign city in which the trip begins:

Please call us during regular office hours to discuss the particulars of purchasing the flight. Please do not purchase tickets until you have spoken with someone in our office! Remember, there is a $100 charge for flying your child independently of the group as we must send a counselor to pick up/drop off your child at the airport.

Once you've spoken to someone at our office and purchased the ticket, your next step is to:

Fill out the Transportation Form

E) Dropping your child off at the airport/hotel in the foreign city in which the trip begins:

Please call us during regular office hours to let us know this is how your child will be meeting with the group and we will help you arrange a meeting point and time with a counselor.

Your next step is to:

Fill out the Transportation Form

F) Using Frequent Flier miles to purchase the group flight ticket:

Please call us during regular office hours to discuss how to make the correct arrangements.

STEP 1 - ONLINE FORMS

All of your online forms are due by April 01, 2020.

If you are going to have difficulty completing one or several items before they are due, please contact us to avoid incurring late fees.

If you've completed the steps above, the online forms won't take you more than 10 minutes to complete!

Below is a list of the 3 online forms, which are completed in the Step 1 section:

Upload a digital photo (1 minute)

Fill out the Online Medical History Form - NOT the same as the Physician's Report and Examination form! (5 minutes)

Transportation Form (once travel arrangements are made, 2-3 minutes)

STEP 2 - PAPERWORK - CLICK HERE TO PRINT DOCUMENTS

NOTE: You may scan and email ALL paperwork and send it to help@travelforteens.com. Please include your child's name and trip in the body of the email.

All of your paperwork is due by April 01, 2020.

If you are going to have difficulty completing one or several items before they are due, please contact us to avoid incurring late fees.

Below is a list of all the paperwork we require and the estimated time it takes to complete. To print the documents/forms, please click here.

Contract - PLEASE FILL OUT COMPLETELY AN INITIAL EACH PAGE! (1-5 minutes)

Permission to Treat/Permission to Sample Alcohol Form (1 minute)

Physician's Report and Examination Form (schedule a physical today if your child has not had one within 1 year of their departure date! Otherwise the doctor simply needs to sign the form)

Credit Card Authorization Form (1 minute)

In addition, we need 2 photocopies of

Your child's passport photo page (1 minute)

STEP 3 - PAYMENT

Helpful links:

Your most up-to-date financial statement

Payment methods

All participants have 2 payment due dates.

AIRFARE: April 01, 2020

If you are taking the group flight the full cost of airfare is due at the time your paperwork is due.

If you have not contacted our office regarding group flights by April 01, 2020, you will be invoiced for the cost by default. If you do not wish to be invoiced for this cost, please contact us with your decision about taking the group flight as soon as possible.

You may pay us by check anytime up until your due date. If you wish to pay with a credit card please contact us. Remember, all credit card transactions made after your initial deposit incur a 3% convenience fee (4% for American Express).

PAYMENT IN FULL: April 01, 2020

Your payment in full is due by the above date. If your child is doing a combination of trips please be aware that you may continue to receive invoices as late as May or early June for the cost of the short INTER-trip flight(s) that connects your child from one trip to the next.

IMPORTANT INFORMATION

The answers to virtually every question you could have are in this section!

Travel Insurance information

Your child's day to day Trip Itinerary(ies)

Your child's Flight Information

Airport Day Instructions and Maps (usually updated by late May)

An FAQ

TFT Parent Manual

Packing List

Contact information for Trip Leaders and Hotels

If you still have questions we're always available to help! Contact Us.

EXCURSIONS

Excursions are special optional activities that we have added to certain itineraries. For example, if you child is interested in becoming SCUBA certified while on the Greece trip, he or she has the option to do so for a small additional fee. To see what part of the regular itinerary he/she would be skipping in order to go on an excursion, see the TFT Trip Itinerary.

Click here to see if there are Optional Excursions available on your trip(s) - Please note that when you click "Add Excursion" our system will automatically add your child to the list and send you an invoice. If you click this button by accident please contact us to let us know.

Not all trips offer excursions.