



## Online Registration and Payment Program

*Simplify Tour Registration and Payments!*



### Participant Billing

A Simple and Convenient way to register and pay for your tour. **Participant Billing** gives you the flexibility to monitor and manage your account.

## Tour Registration and Payments made simple with **Participant Billing!**

### A Convenient and Easy Registration and Payment Program

With **Participant Billing**, Gerber Tours handles the entire registration and payment process directly with you. This program provides the convenience and flexibility to monitor and manage your account and payment schedule.

### Tour Registration and Payments Made Simple

This Registration Packet includes all the materials to get started. Simply follow the instructions on the attached Trip Information flyer to register online and pay your deposit\*. After registration, **Participant Billing** gives you the option to pay for your tour in full by the next payment due date or you can take advantage of our convenient installment plan. The choice is yours!

To help answer some questions about **Participant Billing**, please see the FAQ's on the reverse side of this flyer. ➔

\*Each participant is required to submit an initial, non-refundable deposit to secure a spot on the tour. Registration is on a first-come, first-served basis.

#PB-01

## Participant *Billing* FAQ's

### How do I register for my tour?

Simply follow the instructions on the attached Trip Information flyer to register on our website. You will need the Registration Code found at the top of the Trip Information flyer. Visit our website at <https://accounts.gerbertours.com> and follow the simple steps.

### How is my registration confirmed?

Your registration will be confirmed and secured once you complete the online registration we have received your initial, non-refundable booking deposit.

After you have registered online, you will receive a payment confirmation email along with an attached account statement, which includes your group payment schedule.

### How are remaining payments scheduled?

After you receive your account statement, the remaining balance may be paid in full by the next payment due date, or you may take advantage of our convenient installment plan. Installment payments carry a nominal \$5 non-refundable handling charge (initial deposits and final payments do not incur handling charges). There is a \$25 charge for late payments and returned checks.

### How are cancellations and refunds handled with *Participant Billing*?

All cancellation notices and refunds must be submitted in writing to Gerber Tours at the address located at the bottom of this flyer or by email to [support@gerbertours.com](mailto:support@gerbertours.com) by the participant or (if under 18) the participant's parent/legal guardian no later than the tour departure date. Refunds are issued directly to the participant or the participant's parent/legal guardian, according to the Cancellation Policy located in the Terms and Conditions presented at the time of registration.

### How do I protect my trip payments?

We highly recommend you consider purchasing travel protection to protect you and your trip payments. We offer plan options during your online registration process.

### How is fundraising money applied to my tour?

If you are receiving fundraising money from your school or organization to be applied to your account, please continue to make the scheduled payments and deduct the amount you anticipate receiving in fundraising from your final payment only.

### What if I miss the deadline for registration?

Late registrations are welcome provided there is still space available on the tour. You will need to bring your account balance up to date in accordance with your group's payment schedule at the time of your registration.

### Who do I call if I have questions regarding my tour?

Your Tour Organizer will still be your main point of contact for all tour related questions such as Tour inclusions (meal, admissions, hotel, etc.), itinerary, departure information, packing lists, rooming questions, etc. Please direct any tour related questions to your Tour Organizer.

If you have any further questions regarding *Participant Billing*, please contact Gerber Tours at 800.539.8150 or email [support@gerbertours.com](mailto:support@gerbertours.com).

**South Woods Middle School**  
*3 Day Washington DC Tour*  
**November 4-6, 2026**

Tour Organizer: Ms. Michelle Burget

**CLICK HERE TO REGISTER!**

ONLINE REGISTRATION CODE: EB3D73F7



TAP OR SCAN HERE TO DOWNLOAD OUR  
MOBILE APP AND SEE INFO ON YOUR TRIP!



## TOUR PRICE

Tour Price is based on 260 participants and may increase if less than 260 participants register.

**Students:**

- \$875 quad room

## IMPORTANT REGISTRATION INFORMATION

### REGISTRATION DETAILS:

- Online registration is now open!
- **Registration is on a first-come, first-served basis.** Registration is not confirmed until we receive your payment.
- An initial, non-refundable Tour Planning Fee/Booking Deposit of \$150 is required to register for this tour.
- The deadline to register for this tour, **if space is still available**, is 05/01/26.
- To make payment and secure your spot tap, click, or scan the QR code in the red box above OR please visit [accounts.gerbertours.com](https://accounts.gerbertours.com). First time users will need to create an online user account. Once the account has been created OR if you already have an online user account, please login and enter the above **ONLINE REGISTRATION CODE** to register a participant for a tour.

## PROTECT YOUR TRIP

### HELP PROTECT YOU AND YOUR TRAVEL INVESTMENT:

We strongly encourage you to purchase Travel Insurance to protect your trip. Please see the attached flyer to learn more about the plans we offer.





# Don't Forget to Pack Travel Protection!

Traveling is fun! But sometimes it can be stressful. No matter where you're traveling or who you're traveling with, travel protection is there to help. Consider it each time you leave home.

## Travel Protection Checklist

### Which situations might apply to you?

Not all plans offer Cancel for Any Reason (CFAR), and CFAR is not available to residents of New York State.

- You need **emergency surgery** at a US-standard hospital due to a life-threatening condition. Travel Protection may be able to cover the transportation costs to the closest medical facility capable of providing adequate treatment.
- The weather caused an **overnight flight delay** to your final destination. You may be able to use your Travel Protection to reimburse expenses paid to purchase meals and a hotel room near the airport for the night.
- You **broke your arm** on the trip and your medical bill is not covered by your personal health insurance abroad. Travel Protection may be able to help.
- There is a long term **illness in the family** and the future is unknown. Travel Protection has Trip Cancellation or Interruption coverage that can reimburse your insured trip costs.
- Some of your **belongings get damaged** on the plane. Travel protection may be able to cover the cost for replacing those items.
- Your flight was delayed so you **miss a pre-booked tour** at your destination. Travel Protection includes Missed Connection Coverage which can help reimburse the tour tickets.
- You require **political or security evacuation** from your destination while traveling outside your home country. Travel Protection can provide transportation for all reasonable political or security evacuation expenses and related costs incurred for your transportation.
- The **airline goes on strike** and you are now stuck at your destination for an extra night while your tour operator arranges alternate transportation. Travel Protection may reimburse expenses paid to purchase

## Worldwide Trip Protection and 24/7 Non-Insurance Assistance Services

(provided by C&F Services)

- You are shopping with friends when their **wallet, cards, and passport are pickpocketed**. Non-Insurance Assistance Services help them report the theft, cancel and replace credit cards, and assist in getting a new passport.

### Find out more

[Click here for important Disclaimers](#)

Travel Insured International  
855 Winding Brook Drive  
Glastonbury, CT 06033  
[www.travelinsured.com](http://www.travelinsured.com)

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