Online Enrollment Instructions:

Website: www.globaltravelalliance.com/enroll

Create Account

Step 1
- Enter Group Leader's last name and trip id, which are both found on your enrollment flyer.

Step 2
- Trip and Traveler: Review details to confirm you are enrolling in the desired trip.
- Booking Conditions: Read through and check the box that you agree to these conditions.
- Trip Protection Plan (TPP): Read through and check the box to confirm that you read and understand the benefits of the TPP, which later on in the enrollment process, you will be given the option to purchase or decline.

Step 3
- Traveler Info: Enter all info as requested. After adding first traveler, proceed to Step 4 or add additional travelers if applicable.

Step 4
- Parent/Guardian Info: Enter all info as requested.

Step 5
- Trip Options:
    o   Trip Protection Plan – Accept or decline the Trip Protection Plan. When you accept the Trip Protection Plan, you are required to pay for this fee at time of enrollment.
- Today's Payment:
    o   *Full:* to pay in full for the trip and TPP if selected.
    o   *Deposit:* to pay for just the trip deposit and TPP if selected.
- Method of Payment:
    o   Select Credit Card or Electronic Check. Review the info you entered for accuracy, and click *Complete Enrollment.*
    o   If your payment was declined, you will receive an error notification. Please try payment again or different payment method. You are not enrolled on the trip until payment is successful.

Step 6
- You should receive a notification that enrollment was complete.

 NOTE: You are not enrolled on the trip, or guaranteed a spot on the trip, until we receive your deposit. After completing your deposit payment, please go back to your account home and review that the deposit was posted and traveler is listed on the trip.

Your credit card or bank account will not be automatically charged for your future payments. You must continue to log into your account to make timely payments. Be sure to log into your account frequently at www.globaltravelalliance.com/login to review any updated trip details, upcoming payments, payment history, or to see who else has enrolled. If you have any questions please call our office at 866-926-6188.

Other Important Information:

Enrollment Confirmation: We have a paper-free billing program, where all your information will be sent to you electronically. You also will have convenient, 24/7 access to your account online after your enrollment is complete. You will receive a "Welcome" email, after completing your enrollment and paying your deposit. If you do not receive this email, please check your spam folder. Also, be sure to check your spam folder in the future for additional notices from Global Travel Alliance.

Trip Protection Plan (TPP): If you enrolled in the TPP, you are now covered for premier cancellation, trip delay/interruption coverage, medical coverage and baggage protection. For full coverage details and inclusions, visit globaltravelalliance.com/trip-protection-plan. If you did not enroll in the TPP, you have 30 days from your enrollment date to add and purchase this protection plan.

Log in to your account: Website: www.globaltravelalliance.com/login

Password: If you forget your password, go to the login page and click on button labeled "Forgot Password?".

Waitlist: Most trips have a maximum number of travelers that can sign up as the number of airline and bus seats available are limited. Once the trip is full, any additional travelers enrolled will be placed on a waitlist. Although you are not required to make your payments while on the waitlist, we highly recommend you follow the payment schedule, so that if at any time a spot becomes available, then you will not be behind on payments. If a spot becomes available to you, then we will notify you immediately. If a spot doesn't become available, then you will be refunded your deposit, Trip Protection Plan fee, and all trip payments.

Payment Options:
- Credit/debit card online: Make payment online for each payment. There is an additional 3% convenience fee added.
- Electronic check: Make a one-time payment online from your bank account. No additional fees, unless payment is returned by bank.
- Check: Mail a check to 13796 Bridgewater Crossings Blvd # 1120, Windermere, FL 34786 for each payment. Please include full name of traveler and school on check memo line. No additional fees, unless check is returned by bank. Please allow up to 14 calendar days for mailing/processing of check payments.

Payment Notes & Fees:
- 3% Convenience Fee: Your trip price is based on a discounted price for paying cash or check. All payments (except initial deposit) made via credit/debit card either through the online payment system or by phone, will be charged an additional 3% convenience fee. This amount will be automatically added to your credit/debit card payment.
- NSF Fee: All electronic or paper checks returned by the bank for NSF are subject to a nonrefundable $35 NSF check fee.
- Late Payment Fee: A late fee of $10 will automatically be assessed when you are late on your payment, and will be added to your payment amount when you go to pay. Due to requirements and contracts we have with our vendors, we are unable to waive late payment fees.

Automated Emails: Please remember that these emails are courtesy emails only and shouldn't be relied upon for making your payments. Also, be sure to check your email spam folder often.
a. Welcome Email – Sent immediately after enrollment deposit has been received and processed.
b. Payment Reminder – Approximately 7-10 days prior to the due date, as well as the day of the due date.
c. Late Payment – Sent 7 days after your due date if still unpaid.
d. Payment Confirmation – Sent immediately after making your payment online, or your mailed check has been processed in our office.