Please read and acknowledge your understanding of the Payment Policy.

**Trip Fee:**
The trip fee is paid in two installments. The first installment is due February 1, 2016 at noon and is equivalent to two-thirds of the total trip cost. The final trip payment, equivalent to one-third of the trip fee, is due April 6, 2016 at noon. Trip fees can be found on Center for Civic Leadership website at: http://cic.rice.edu/GIS. The Payment Schedule can be found on the back of this document.

The trip fee covers the costs of airfare, program fees, lodging, in-country transportation, and most meals. Many groups elect to have a nicer dinner out or allow participants to choose their own meals during the trips. Students will receive a stipend for this day to cover the cost of their meals, but will be expected to pay for any additional costs incurred.

Items not covered in the trip fee include the costs for obtaining a passport, visas, immunizations and preventative medications, personal spending money, and meals while in transit in the United States. Students are expected to cover the cost of their meals on the first and last days of their service while in transit in the United States. Additionally, students may wish to purchase souvenirs, snacks, or items of a personal nature. Students should plan to bring a small amount of spending money, should they wish to make personal purchases.

**Refund Policy:**
Accepting a spot on the trip by February 1, 2016 and paying the first trip fee installment, students are obligated to cover the full costs of the trip. Should a student drop out from the trip after the first installment is due, he/she will still need to pay the full trip fee. The "Conditions of Acceptance" state that, "Once accepted into the program and the first installment of the trip fee is paid, if students drop out for any reason, they are financially obligated to completing all trip payments, since these fees go toward expenses such as the full purchase price of their plane ticket and agency fees, these are non-refundable and will cost more than the initial first payment."

**Payment Options:**
- Option 1: Submit a check (payable to "Rice University"). Please write the participant’s name and trip in the memo line.

- Option 2: Visit the Center for Civic Leadership's Marketplace (https://ebank.rice.edu/C21279_ustores/web/store_main.jsp?STOREID=4) to pay by credit card or eCheck. Please note that there is a 3% convenience fee added for those making payment by credit card or eCheck.

Please initial by each statement.

_____ I understand that the trip fee is paid in two installments. The first installment is due by February 1, 2016 at noon and is equivalent to two-thirds of the total trip cost. The final trip payment, equivalent to one-third of the trip fee, is due April 6, 2016 at noon.

_____ I understand that by paying the first trip fee installment, I am obligated to complete all remaining payments for the trip. If I choose to drop out late in the planning process, I will agree to cover any remaining trip fees. The cost of my trip is non-refundable.

Please sign and date below that you have read and understand this document.

_________________________________________  ___________________________________________  __________
(Signature)                                  (Printed Name)                               (Date)
<table>
<thead>
<tr>
<th>Country</th>
<th>Payment* 1 Amount</th>
<th>Due Date Payment 1</th>
<th>Payment* 2 Amount</th>
<th>Due Date Payment 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicaragua</td>
<td>$2400</td>
<td>Monday, February 1 at noon</td>
<td>$1200</td>
<td>Wednesday, April 6 by Noon</td>
</tr>
<tr>
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<td>Monday, February 1 at noon</td>
<td>$966.67</td>
<td>Wednesday, April 6 by Noon</td>
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<td>Guatemala</td>
<td>$1486.66</td>
<td>Monday, February 1 at noon</td>
<td>$743.44</td>
<td>Wednesday, April 6 by Noon</td>
</tr>
</tbody>
</table>

* Please note that a 3% convenience fee will be added for those making payments online by credit card or eCheck.