



Proposed Dates: March 6-13, 2020

School: Upper Canada College

Destination: Costa Rica Trip Code: 20-28

### ONLINE REGISTRATION INSTRUCTIONS

Dear parents and students of Upper Canada College,  
Registration for the **2020 Costa Rica tour** is now open! Please follow the instructions below to register for the trip:

1. Visit <https://evolveturns.com/evolveregistration/register>
2. Enter the "Unique Trip Code" for the trip, which is **20-28**.
3. Enter the requested Parent/ Legal Guardian Information and Mailing Address. Click "Continue".
4. Enter the requested **Student Information** about the traveler attending the trip
5. Complete the required online forms a) Medical Form, b) Waiver c) Terms & Conditions d) Passport copy
6. If you would like to register an additional traveler (i.e. a sibling, adult traveler), please click "Add another student" – then click "Continue"
7. Select the "Add-ons" you would like to purchase. You may purchase the optional Travel Insurance at this stage for **\$120.00**. Click "Continue".
8. You will be taken to the "Payment Method" page. The breakdown of the trip costs will be shown here. The Payment Schedule will detail the amount owing and installment dates. Select whether you would like to opt for the payment schedule **OR** pay in full now
9. Select your preferred payment method: Credit Card **OR** Cheque
  - If paying via credit card, your card will be placed on an automatic payment schedule.  
**Note:** You do **not** need to log back in to make the credit card payments on these dates. However, you may log back in to make payments towards your balance at any time, if you wish to. Your next scheduled installment will then be adjusted accordingly.
  - If you are paying via cheque, please ensure to write your student's full name and the tour code **20-28** on the memo line and mail all post-dated cheques to our office at:  
**69 Wingold Ave, Suite 120, Toronto ON, M6B 1P8.**
  - If you would like to pay via e-mail transfer, please select the Cheque option at checkout, and email the correct amounts to [accounting@evolveturns.com](mailto:accounting@evolveturns.com) before the payment dates are due, according to the payment schedule below. Ensure to note your student's full name and the tour code **20-28** and send us the password in a separate email.

**This payment schedule has 3 payment dates:**

- **\$500.00 CAD** – *Non-refundable registration deposit, charged at time of registration.*
- **\$1,586.00 CAD** – *October 4<sup>th</sup>, 2019*
- **\$1,586.00 CAD** – *January 1<sup>st</sup>, 2020*

*Note: Total trip cost of \$3,672.00 CAD incl. tax is based on 10 registered travelers. Final payment will be updated to reflect amount according to registration numbers, as outlined on itinerary*

10. Click "Submit Registration"

After successfully registering for your Evolve Tours trip, you will receive a confirmation email shortly with your login information.

Please visit your Parent Dashboard, at <https://evolveturns.com/evolveregistration/> This is your one stop hub for all information regarding your Evolve Tours trip, including the tour itinerary, all required forms and more!