

Cochrane High School Music
Oahu Hawaii Music Festival Tour
April 7 – 12/13, 2017
Student/Parent Checklist

Step 1 – ATTACHED TOUR FORMS & TOUR DEPOSIT – OCT. 13 DEADLINE

Complete the attached forms: **District Consent of Parent/Acknowledgement of Risk/Emergency Medical Form/Travel Insurance Form (Rocky View Insurance COMPULSORY)** & submit with your Initial **NON-REFUNDABLE** tour deposit of **\$500.00** on or before **Thursday, October 13, 2016**.

Via Cochrane High School (CHS) Cash Online payment system (preferred method), or cheque payable to CHS

Step 2 – COMPLETE ONLINE REGISTRATION – OCT. 13 DEADLINE

Complete the Tour Operator's **Secure Online Tour Application Form** on or before **Thursday, October 13, 2016** by going to this link: www.abalancingact.ca/CHS-tour-17003

NOTE: THIS FORM MUST BE COMPLETED BY A PARENT OR GUARDIAN

Name & Email used for signature verification MUST be that of the Parent or Guardian – NOT THE STUDENT/MINOR

Failure to complete this step by the deadline may result in your tour spot being forfeited

Step 3 – SECOND TOUR DEPOSIT PAYMENT – NOV. 24 DEADLINE

Second **NON-REFUNDABLE** tour payment of **\$1,000.00** due on or before **Thursday, November 24, 2016**

Via Cochrane High School (CHS) Cash Online payment system (preferred method), or cheque payable to CHS

Step 4 – FINAL TOUR PAYMENT – JAN. 31 DEADLINE

Final **NON-REFUNDABLE** tour payment for tour due on or before **Tuesday, January 31, 2017**

Via Cochrane High School (CHS) Cash Online payment system (preferred method), or cheque payable to CHS

Step 5 – PASSPORT COPIES PROVIDED TO SCHOOL – JAN. 31 DEADLINE

Provide **2 legible photocopies** of Valid Passport on or before **Tuesday, January 31, 2017**
Tour participants require a valid passport that will not expire before **May 12, 2017**

*If travelling with a passport other than Canadian, it is the responsibility of the student/parent to obtain all necessary travel visas and documents for travel to the United States NO LATER THAN **January 31 2017**.*

Step 6 – PRE TOUR MEETING & NOTARIZED CONSENT LETTER – DATE TBA

Parents & students will be invited to attend a Pre-Tour meeting at Cochrane High School. The meeting date will be emailed to participating students/parents once it has been set. CHS will be providing a Commissioner of Oaths to endorse the Consent of Guardians Letter at this meeting. **BOTH PARENTS must be PHYSICALLY PRESENT with two pieces of photo ID** in order to have their document notarized, or parents will need to complete this form on their own and at their own expense and provide the original at this meeting.