



## VSP Payment Procedures and Policies

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When a visiting school has officially asked us to reserve accommodation on specific dates a deposit of US\$1000 (10% of the total; whichever is less) is required to confirm the reservation.

Payment in full must be made 60 days prior to arrival. Non payment by this date relinquishes reservation of accommodation.

Payments must be made via a bank transfer. Please advise us immediately of any transfers giving details of the dates, currencies and amounts of the transfers as well as to which bank account payment was made.

### Bank Account Details

Please make payment to one of the accounts below giving the name of your school/group as the reference:

- In US Dollars: International School Moshi, Account number 15274713, Citibank, 8516 Leesburg Pike, Vienna, VA 22182, USA [ ABA number: 254070116. SWIFT code: CITIUS33 ]
- In GB Pounds Sterling: International School Moshi, Account no. 68151403 with the Bank of Ireland, 20, Berkeley Square, London, W1J 6LL, England  
(Sort Code 30-16-07) SWIFT (BIC) code: BOFIGB2B IBAN: GB75BOFI 301525 68151403

If transferring to the US account please transfer an additional \$20 to cover bank charges.

If transferring to the UK account from outside the UK please transfer an additional £10 to cover bank charges.

### Credit Card Payments

Smaller sums can be paid by credit card online using Paypal through the website [www.ismoshi.org/paypal.htm](http://www.ismoshi.org/paypal.htm).

Please add 8% to all such sums to cover Paypal transaction charges. It is advised only to use this method of payment for smaller sums. Please provide your school's name in lieu of the student name on this webpage.

### Cancellation policy

The cancellation of a visit results in loss of the deposit.

Cancellation of an entire visit 30+ days prior to arrival dates: 75% reimbursement of total cost.

Cancellation of an entire visit 0-30 days prior to arrival dates: 50% reimbursement of total cost.

Cancellation of a party member 30+ days prior to arrival dates: 75% reimbursement of individual's cost.

Cancellation of a party member 0-30 days prior to arrival dates: 50% reimbursement of individual's cost.

Although the above stated policy is in effect, ISM is sensitive to extenuating circumstances. If particular circumstances arise, please contact us to discuss what arrangements we can make to help you.

### Community Service Project Funds

Visiting school groups will also be asked to raise funds to purchase building materials and to contribute to roofing costs of the projects with which the Visiting Schools Programme works. These funds can be transferred with other costs to the above bank accounts. If your school would be able to benefit by donating through a 501-C3 Foundation in the United States, please contact us for details of how to pay these funds through the International School Moshi Foundation. If an individual taxpayer in the United Kingdom is paying these funds, their value can be increased if they are paid through the International School Moshi Registered Charity in the UK. Please contact us for details of charitable donations both in the USA or UK.