

# Blessing the Children International Mission Trip Payment Policy

## **Purpose**

The purpose of the Mission Trip & Internship Payment Policy is to clearly establish the payment process for teams, missionaries and interns serving with BCI in Ethiopia. Additionally, the policy will ensure a consistent and uniform application of payment expectations for all teams, missionaries and interns.

## **Registration Process**

The registration process begins with the submission of the application, with application fee of \$40. Upon receipt, references are checked. If the applicant is accepted, an *Approval Letter* is mailed along with payment coupons. The registration process is completed by the applicant making their *First Payment*, at which time the applicant's position is secure. Prior to receiving the *First Payment*, the position is not secure. Positions are filled on a first-come basis.

**First Payment** - Due 4 months prior to departure date. If that date has passed at the time the application is approved, the *First Payment* is due within 7 days from the date of the acceptance letter. If the *First Payment* is late, a *Late Registration Fee* of \$100 will be added to the trip price.

## **Ticketing Process**

Upon receipt of the *Second Payment*, BCI will book airline tickets and confirm the itinerary with the missionary / intern.

**Second Payment** - Due 3 months prior to departure date. If that date has passed at the time the application is approved, the *Second Payment* is due along with the *First Payment*, within 7 days from the date of the acceptance letter. If the *Second Payment* is late, a *Late Booking Fee* of \$100 will be added to the trip price PLUS any additional cost in airfare.

## **Pre-Departure Process**

A *Pre-Trip Kit* is mailed 3-4 weeks prior to departure, containing a booklet of last-minute instructions, a BCI t-shirt and airline tickets (receipt, if e-tickets). The *Pre-Trip Kit* cannot be sent until all trip payments and late fees are paid in full.

**Third (final) Payment** - Due 2 months prior to departure date. If that date has passed at the time the application is approved, full trip payment is due within 7 days from the date of the acceptance letter. If full payment is not received by the due date, a *Late Payment Fee* of \$100 will be added to the trip price. The final payment cutoff date is five weeks prior to departure date, or the trip will be cancelled and need to be rescheduled.

## **Please Note**

We make every effort to accommodate applicants. The above process is a guideline. Although due dates may have passed, you are welcome to apply at any time prior to the trip departure date.

Since travel arrangements become increasingly difficult closer to trip departure, we advise that you send in your application as soon as you have made the decision to go. Your trip cost may be affected by a late application, due to changes in airfare availability.