



UHS Travel Club
Financial
Information



UHS TRAVEL CLUB

Adventure awaits . . .

Anticipated Costs

Included in Tour Price

- Round-trip airfare
- All other forms of transportation (depending on the tour itinerary)
- Hotels with private bathrooms
- Breakfast and dinner daily
 - Lunch also included for AP Art History tour
- Full-time Tour Director
- Daily activities, tours, and entrances to attractions
- Protection Plan (this is also a TUSD requirement)

Not Included

- Potential special tour experiences organized for us by our EF tour director
 - For example: dinner on a Tuscan farm; an Irish dancing show; a Greek island cruise
 - We do not know what these will be until approximately two months prior to tour
- Spending Money
 - Free time activities
 - For example: gondola ride; some church or museum entrances
 - Souvenirs
 - We recommend on average ~\$20 a day (but this varies greatly student to student)
- Lunches (only for international trips)
- Snacks
 - Many students keep snacks with them and have some in their luggage
- Tips (only for international Trips)
 - Tour Director, bus driver, and local guides (~\$10/day total)
- Passport and/or visa fees (only for international Trips)
 - Every participant is responsible for securing their appropriate travel documentation
- Travel Gear/Clothes



Explore America

Tax Credit Payment Plan for University High School

In order to most effectively and efficiently handle all incoming tax credit payments for all EF trips, the below payment plan deadlines have been put in place by EF Explore America:

110 days before tour* - \$500 due

75 days before tour* – 50% remaining balance due

30 days before tour* – final balance payment due

**Due dates of payments to be determined based on departure date of an individual tour.*

The goals of these deadlines are to minimize cancellations for all travelers and to avoid any travelers canceling for financial reasons/nonpayment 45 days or later before the tour departure date. This will eliminate EF from making any non-refundable payments due to travelers cancelling too close to tour departure.

EF Education First

EF Center Boston

Two Education Circle

Cambridge, MA 02141

www.EFExploreAmerica.com



How to Check Your Student's Balance

Are you curious how many tax-credits or tax-deductible donations have been made thus far in your student's name?

Do you want to verify that tax-credits have been correctly paid to the right club?

Here's how to check! (Remember, you will only be receiving monthly updates of what your student has generated in the club account – this summary will not include totals or remaining balances)

1. Go to: <https://az-tucson.intouchrecepting.com>
2. Log in:
 - a. Username: your student's matric number – ask your student for this number
 - b. Password: Student's last name (case-sensitive)
3. After logging in you will be asked to click on the student's name to confirm the individual student you are "shopping" for
4. Under "Reports," please click on *Purchase History*
5. A window will pop up with your student's history, going back about eight years.
 - a. Use the blue arrows on the top left to look through all pages
 - b. Remember, this will not include any amounts paid to the EF website directly
6. When finished, click *Sign Out* in the upper right corner.

Things to Verify:

1. Contributor name is correct
2. Correct amount has been paid
3. Item (on far left) is correctly listed as TCTRAVEL

***If the items listed above (name, amount, TCTRAVEL) are not correct,
EMAIL MS. TULLY (meredith.tully@tusd1.org)
OR MS. SHEETS (whitney.sheets@tusd1.org) IMMEDIATELY***



**PROS AND CONS
TAX CREDITS/DONATIONS VS. PERSONAL PAYMENT PLAN**

TAX CREDITS/DONATIONS

PROS	CONS
<ul style="list-style-type: none"> • You can ask friends, family, neighbors, or any AZ taxpayer to contribute their Tax Credit towards the student trip. This can lower the financial burden for families. • Donations made towards UHS Travel Club may also be tax deductible (dependent on individual tax circumstances). Any US taxpayer may make a donation to UHS Travel Club. • Tax Credits/Donations are marked for specific student trips at time of payment (if instructions are correctly followed!) 	<ul style="list-style-type: none"> • Lack of control/transparency over when Tax Credits/Donations are applied to individual EF accounts from UHS Travel Club. This process can take several months. • Must keep your own financial records of all Tax Credits/Donations made to UHS Travel Club and balances still owed to EF Tours. This information is available on the az-tucson.intouchrecepting.com website.

PERSONAL PAYMENT PLAN

PROS	CONS
<ul style="list-style-type: none"> • Complete control/transparency over payments made to EF Tours. • Payments immediately show up on individual student accounts. • Do not have to solicit friends/family/neighbors for Tax Credits/Donations. 	<ul style="list-style-type: none"> • No payments may count as Tax Credits/Donations. • Family is personally responsible for the entire cost of the trip.



Tax Credit & Tax Deductible Donation Information

Tax Credits and Tax Deductible Donations are the BEST way to fundraise for your individual tour. Every year there are students who pay for their entire trip through Tax Credits and/or Donations.

What are Tax Credits?

A Tax Credit can only be made by Arizona residents/taxpayers, and is limited to \$200/individual \$400/married couple for each calendar year. Many students are able to solicit Tax Credits for multiple years (i.e 2015, 2016, and 2017 for a 2017 summer tour). Tax Credits are 100% refunded to the taxpayer when they complete their state taxes.

What are Tax Deductible Donations?

In addition to raising Tax Credits, students can fundraise for their trip with (potentially) Tax Deductible Donations from friends and family all over the U.S. The limit for donations is technically 50% of a taxpayers gross annual income, but the cost of an individual student trip will never approach that level of expense.

- Donations are *potentially* tax deductible for the individual/couple contributing towards the trip. Everyone's tax situation is different, which is why we cannot offer a complete guarantee.
- Donations can be made on top of Tax Credits. Also, friends and family outside of Arizona can donate.
- Donations should be made to **UHS Travel Club** in person or online (see instructions below).
- Public schools are considered eligible institutions for tax deductible donations.
- Payments made directly to EF Tours are NOT considered tax deductible donations.

Employer Matching Contributions

UHS Travel Club DOES NOT accept employer matching donations for individual student trips. The reason for this is that UHS Travel Club cannot guarantee that employer matching contributions will be received by the payment deadlines established by EF Tours/Explore America. However, we will accept general donations to be used at the discretion of the Club Sponsors.

How to Ask for Tax Credits/Donations:

1. Create a list of people who feel comfortable asking for tax credits. Anyone who is an Arizona taxpayer can contribute tax credits towards your trip. Consider friends, relatives, or neighbors. Dig out your family holiday card list! Decide whether you are going to contact these people through email or snail mail.
2. Create a flyer or letter that tells people about you and the trip, and also explains the tax credit process.
 - a. Please find a sample letter on our website, but feel free to create your own!
3. For snail mail, send the flyer/letter with an addressed and stamped envelope and instructions for how to donate tax credits. If you would like to include the form for tax credit donations, please print one off of the Travel Club website. www.uhstravelclub.com
 - a. For snail mail, make sure you include the following in your mailer:
 - i. Letter/flyer telling donors about you and the trip
 - ii. Instructions for how to donate tax credits (see provided form)
 - iii. Tax Credit Donation Form (see provided form)

How to Make a Tax Credit/Tax Deductible Donation Payment:

1. ONLINE - THE EASIEST METHOD!
 - a. Visit Az-Tucson.intouchrecepting.com
 - b. Must know the students matric number (username) and last name (password)
 - c. Easy to direct tax credits exactly where you want them to go (Travel Program)
2. In person at the RUHS Finance Office
 - a. Include the following information:
 - b. Travel Club (year) (NYC/Europe) and student name. **Example - Travel Club 2019 Europe Student Name OR Travel Club 2018 NYC Student Name**
3. Mail form & check to UHS
 - a. Please make sure you specify the following information!!
 - b. Travel Club (year) (NYC/Europe) and student name. **Example - Travel Club 2019 Europe Student Name OR Travel Club 2018 NYC Student Name**
4. **ALWAYS keep your receipts! If donations/credit is made online, print the confirmation page for your records.** Keep track of people who agree to donate towards your trip. **You are ultimately responsible for keeping track of your remaining balance with EF!**

The Tax Credit/Donation Process - PLEASE READ

A lot of work goes on behind the scenes once the Tax Credit is deposited into the club account. Here is an idea of the process it goes through:

1. Please know that Tax Credits are donated into the UHS Travel Club account and do not immediately reflect a change in balance on your EF account - this process can take several weeks.
2. Every two months Ms. Tully will put in a request with the UHS Finance Office to withdraw all available tax credits from the club account. However, the first with draw cannot take

place until after July 1st, therefore donations for a 2017 trip cannot be withdrawn until after July 1st, 2016.

- a. Ms. Tully must ascertain the correct number and amount of donations with families, so please keep accurate records in order to help facilitate this process.
 - b. If for any reason a Tax Credit/Donation is missed in a withdrawal, it will be addressed with the next withdrawal.
3. Once the request for the withdrawal is made it is processed through TUSD Student Finance – this can take anywhere from 2-4 weeks (or longer).
 4. TUSD Student Finance issues a check for EF Tours with the request amount of Tax Credits. The check usually arrives at the EF Boston office 2-4 days after the check is issued.
 5. Once EF receives the check and allocation form they are able to distribute the funds to student accounts. This is when you will finally see a change in the amount owed towards your tour.
 6. LATE FEES DO NOT APPLY if you are using Tax Credits/Donations. You may receive automated notifications from EF Tours warning of late fees, but fortunately we are able to waive all late fees for participants using tax credits. If a late fee appears on your account please notify Ms. Tully right away.

Patience is key – don't worry, your credits/donations WILL reach your account in time!

Putting It All Together:

Here is a sample breakdown of how an individual student can pay for their tour using tax credits and donations.

Student: Johnny Smith

Cost of Tour: \$3500

Tax Credits: \$1400 total raised

- \$400 tax credit from parents in AZ
- \$400 tax credit from aunt and uncle in AZ
- \$200 tax credit from grandmother in AZ
- \$400 tax credit from neighbor/family friend in AZ

Tax Donations: \$2100 total raised – *Must be paid directly to UHS Travel Club, NOT EF Tours/EF Explore America*

- \$2000 donation from grandparents (out of AZ)
- \$100 donation from parents in AZ

Of course, families can always choose to participate in the monthly payment plan through EF, or make a single payment for the entire cost of the tour directly to EF (non-tax deductible) or to UHS Travel Club (tax-deductible).

For a comparison of using Tax Credits/Donations vs. Personal Payments Plans see the “Pros and Cons of Payments” document.



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How to Make a Tax Credit Donation: Step-by-Step-Instructions

Login Information:

1. Visit <https://az-tucson.intouchrecepting.com/>
2. Everyone who contributes towards your tour MUST login using the student account. That means you need to provide your matriculation and last name in the instructions for how someone can login to the website.
 - a. Username: (Student ID/matriculation number)
 - b. Password: (Student Last name - case sensitive)
3. **Please do NOT create a separate “new non-student” account or “make a tax credit contribution without logging into an account”.** This makes it much more difficult to keep accurate records of credits/donations.

Tax Credits

1. After logging in you will be asked to click on the student’s name to confirm the individual student you are “shopping” for. This is important in case there are multiple students in a single family within TUSD.
2. Home page: Under “Shop” please click on *Items at Student’s School*.
3. Next page: Click *High School*.
 - a. Do NOT click *University Students – Click Here!* or *University High School*. This will complicate the process.
4. Next page: Click *Rincon University* (combined as one school for this website, but your tax credit will definitely be allocated to UHS)
5. Next page: Click *Tax Credit Contributions* (last item on list)
 - a. Do NOT click *Travel* – this will complicate the process
6. Next page: Scroll down to *Travel Program University High – Meg Tully* (towards bottom of page)
 - a. Same page: Enter “1” for quantity
 - b. Same page: Enter amount of contribution (\$200 or \$400)
 - c. Same page: Click *Buy*
 - d. Same page: At top right corner of screen click *Checkout*
 - e. TO MAKE ADDITIONAL DONATION - Skip the remaining steps and click *Your Family* in upper left corner and begin the process for Tax Deductible Donations (see below)
7. Next page: Click *Checkout Step 1: Additional Info*
8. Next page: Enter contributor information
 - a. Note: The website automatically fills in the information with the student’s name and address. DELETE THIS and enter in the information of the person paying the contribution.
 - b. Same page: Click *Checkout Step 2: Payment*
9. Next page: Enter payment information (credit or debit card)
 - a. Same page: Click *Pay Now*
10. Next page: PRINT RECEIPT



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How to Make a Tax Deductible Donation: Step-by-Step-Instructions

Login Information:

1. Visit <https://az-tucson.intouchrecepting.com/>
2. Everyone who contributes towards your tour MUST login using the student account. That means you need to provide your matriculation and last name in the instructions for how someone can login to the website.
 - a. Username: (Student ID/matriculation number)
 - b. Password: (Student Last name - case sensitive)
3. **Please do NOT create a separate “new non-student” account or “make a tax credit contribution without logging into an account”.** This makes it much more difficult to keep accurate records of credits/donations.

Tax Deductible-Donations

1. After logging in you will be asked to click on the student’s name to confirm the individual student you are “shopping” for. This is important in case there are multiple students in a single family within TUSD.
2. Home page: Under “Shop” please click on *Items at Student’s School*.
3. Next page: Click *High School*.
 - a. Do NOT click *University Students – Click Here!* This will complicate the process.
4. Next page: Click *Rincon University* (combined as one school for this website, but your donation will definitely be allocated to UHS)
5. Next page: Click *Student Clubs for RUHS* (this is where the process differs from tax credits!)
6. Next page: Scroll down to *University High School Travel Club Monies* (Second from top)
 - a. Same page: Enter “1” for quantity
 - b. Same page: Enter amount of contribution (unlimited)
 - c. Same page: Click *Buy*
 - d. Same page: At top right corner of screen click *Checkout*
7. Next page: Enter contributor information
 - a. Note: The website automatically fills in the information with the student’s name and address. DELETE THIS and enter in the information of the person paying the contribution.
 - b. Same page: Click *Checkout Step 2: Payment*
8. Next page: Enter payment information (credit or debit card)
 - a. Same page: Click *Pay Now*
9. Next page: PRINT RECEIPT
10. If you are finished click on *Sign Out* in the upper right corner.



Cancellation Policy and Information

While we sincerely hope that none of our participants will need to cancel their trip, we do understand that obstacles sometimes get in the way.

If at any point before departure you decided you need to cancel, **please contact Ms. Tully or Ms. Sheets ASAP prior to contacting EF as we can help facilitate your cancellation.**

Here are a few parameters to consider with cancellation:

- The \$95 deposit made to EF Tours is non-refundable. No exceptions.
- Tax credit payments or tax-deductible donations made to UHS Travel Club are non-refundable. No exceptions.
- If a student cancels and the tax credits have not yet been applied to EF Tours, then those tax credits may be reallocated to:
 - Other UHS activities or programs that use tax credits
 - AP fee payments
 - General UHS Travel Club fund
 - A specific UHS Travel Club student
 - Please communicate with Ms. Tully or Ms. Sheets to facilitate this.
- If a student cancels and tax credits have already been applied to EF Tours, then UHS Travel Club receives any applicable refund. Please understand a refund of tax credits to the family is legally and federally considered tax fraud and will jeopardize our program.
- All trips are subject to EF Tours' standard cancellation policy: <https://www.eftours.com/help-center/policies/booking-conditions>