

PAYMENT INSTRUCTIONS FOR YOUR CHILD'S SCHOOL TOUR

We recommend that your booking be done on a laptop or PC for ease of reading. If you are using an iPhone, it must operate on at least iOS18.

Click on the link that your Group Leader has provided.

Be sure to have your child's passport details to hand. You'll see a screen like this.

Ready to Book ?

You can see the details of the tour below. When you are ready to book, please click Make a booking to continue.

Make a booking



Published Tour School Tour to Spain 2025

Published Tour Name
School Tour to Spain 2025

Destination
Spain

City/Region
Madrid

Travel Date
01/10/2025

Return Date
04/10/2025

Group Leader

[Josephine Conlon](#)

Registration Closing Date

Finances

Currency
EUR - Euro

Current Tour Price ⓘ
€ 699

Deposit Amount ⓘ
€ 300

Initial Deposit Amount ⓘ
€ 150

Fill in your child's passport & contact details.

If they have mobility/dietary requirements, tick the boxes and let us know these details.

Special Requests

Has the passenger any mobility issues that will require airport assistance and/or adapted hotel room?

Do you have any dietary requirements ?

Passport Details

If your student(s) is not travelling on an Irish passport, they may need to get a visa to travel.

As the parent/guardian, you will need to check with the Consulate Office / Department of Foreign Affairs of the country they will be visiting.

Passport Details are currently unknown or in need of renewal

No

* Passport Number

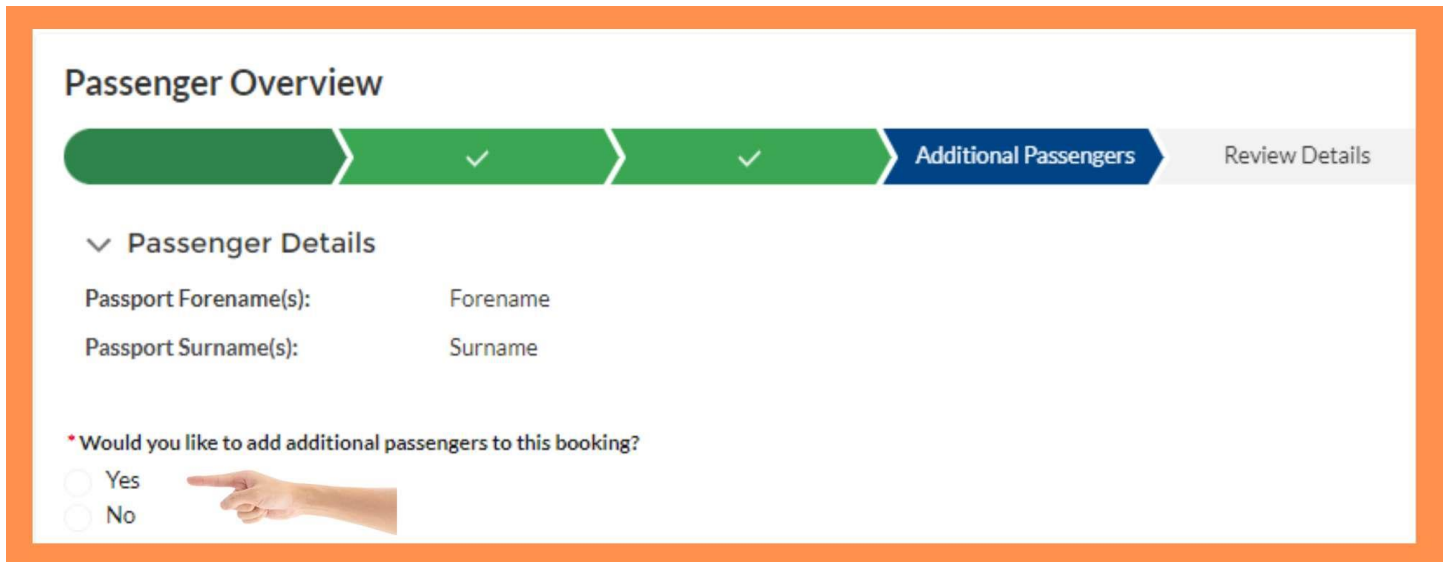
* Passport Country Of Issue

* Passport Expiry Date

Filling in your child's passport details here speeds up the booking process on both sides.

But we understand that not everyone has an up-to-date passport so if you don't have this information, please click the toggle button to let us know you'll complete them later.

If you only have 1 child to book, choose *No*. If you've more children to add, choose *Yes*.

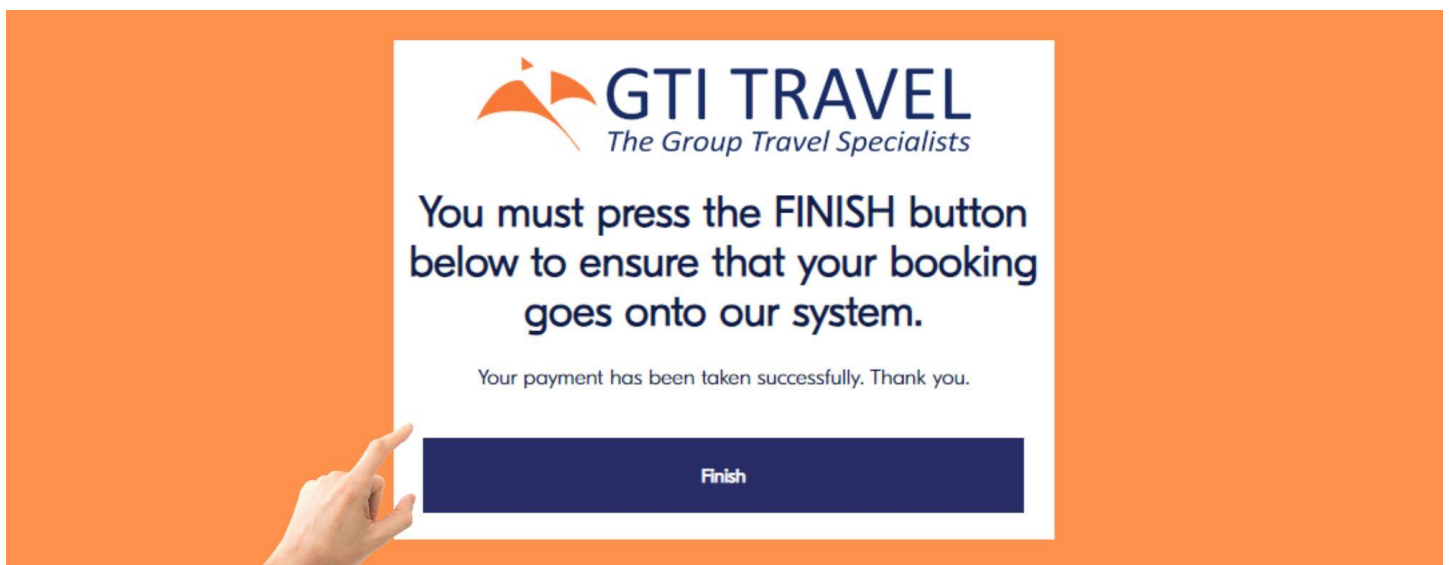


If you've no other child to book on, you'll be brought to the confirmation and then the payment page.

On that screen, you'll get the choice to either pay the deposit or pay the entire tour price.

You'll be asked to enter your card details to make payment.

You must press the FINISH button to complete the booking process and make sure your booking is confirmed. Otherwise the money could be taken but your booking mightn't be finalised.



NOW WHAT?

You'll receive a booking confirmation email setting out the payment schedule for the tour as well as an email setting out whether this payment was successful. You'll get a reminder email when the next payment is due.

If you have entered your child's passport details, you don't have to do anything else; the system will do it all from here!

If you didn't enter your child's passport details then you'll need to click again on the initial link that your Group Leader gave you and this time choose to log in. (top right of the screen)

You can add your child's passport details up to 10 weeks before travel. Changes after this date could incur an airline charge so you must update this information on the portal as soon as possible.

A reminder that if your child is not travelling on an Irish passport, they may need to get a visa to travel. You'll need to check with the Consulate Office / Department of Foreign Affairs of the country your child will be visiting.

Visa Letters can be provided if required. Please send your request to comms@gtitravel.ie

Finally, if you cannot pay online, please phone us on 018434734 where you'll be able to pay over the phone.

Please note that a 5% admin/transaction fee will be applied to bookings not made online.