



## Field Trip Payment and Refund Policies

**\*\*NEW FOR 2025-2026 - Please read carefully\*\***

### Invoices

When you book your field trip, we will send you a confirmation email that includes your total payment due.

- If your field trip takes place in 2025, you will also receive an invoice immediately for your field trip.
- If your field trip takes place in 2026, you will receive an invoice in early January 2026.
- Payments should not be made by check or by calling our Visitor Center until an invoice has been received.

### Payment Due and Balance Adjustments

**Full payment for school field trips is due 1 week prior to the visit.** All planned attendees, including chaperones, must be on your group reservation and invoice. If your expected student number is lower or higher than originally planned, you must notify us prior to this date for us to adjust your invoice.

- If your number of planned attendees (students and chaperones) decreases within the 1 week prior to your visit or on the day of the visit, Blandford is not able to issue a refund.
- If your number of expected attendees (students and chaperones) increases prior to your visit, you must notify us to ensure we have enough staff to accommodate your program, and we will adjust your invoice accordingly.
- We count attendees at all programs, so if you have more chaperones than originally planned and paid for, you will be asked to pay for them at the start of your program.

### Refunds

Full refunds are only available if a field trip is cancelled within 1 week prior to your visit.

- No refunds will be given for cancellations within 1 week of the visit, except in cases of extreme weather, school closure, snow day, or cancellations made by Blandford Nature Center for other reasons.
- Once you have paid your invoice, we are not able to issue partial refunds unless you notify us in writing of a lower participant number at least 1 week prior to your program. No partial refunds will be issued less than 1 week prior to a field trip.

### Payment Methods

Payments can be made by check or by calling our Visitor Center with a credit card during normal business hours, Monday through Saturday, 9:00 am - 5:00 pm. We are not currently accepting electronic payments via our Quickbooks system, but this is coming in late 2025 or early 2026! If mailing a check, please allow enough time for us to receive it at least 1 week prior to your program.

### Questions?

If you have any questions about these policies, please email [registrar@blandfordnaturecenter.org](mailto:registrar@blandfordnaturecenter.org) before requesting to book a program. When making a booking request, you will be asked to confirm that you have read and agree to these policies.