

## Online Payment Service for Schools

GTI offer a secure payment website where we can accept payments on behalf of your school.

Parents/students can pay for their tour in two installments (deposit & final balance) by credit or debit card at [www.gti-ireland.com/payment](http://www.gti-ireland.com/payment) (2% charge on payments made by credit card)

### Group Leaders are responsible for the following:

1. Informing students of amount to be paid, tour price, details and inclusions and payment dates
2. Provide students with instructions to pay online
3. Collect proof of payment from students and track what has been paid. GTI can provide updates of payments received to aid with your records
4. Follow up with students if there are any outstanding payments. GTI will not be contacting individuals for late payments. A late payment could result in the cancellation of a student's place

## Make a payment online for a group tour with GTI:

1. Payments are to be made in two parts: deposit and final balance
2. Go to [www.gti-ireland.com/payment](http://www.gti-ireland.com/payment)
3. Select Private Groups & School Tours
4. You will need to enter the following information:
  - Booking Reference/Passenger Surname(s): **17 -COLE08-01**
  - Group or School Name: **Colaiste Einde**
  - Departure Date: 18<sup>th</sup> April
  - Destination: Barcelona
  - Details of Credit Card holder, name, email & contact number
  - Amount you are paying – deposit €250.00
  - Details of person travelling as per passport: Title, First Name(s) Surname & DOB
  - You can add more passengers if required
5. Select if you are to use a debit or credit card (Please note: Due to the fee levied by credit card companies, a 2% charge will be made on payments made by credit cards. There is no charge for using a debit card.)
6. Click confirm and you will be taken to a summary page to check the details you entered
7. If you are happy with the details you can continue to Releax, a secure payment website to enter your card details & pay
8. You will then receive a confirmation number & email that you can present to the group leader/teacher as proof of payment
9. Your group leader/teacher will assist in any queries you have regarding this reservation