

## USING THE NST ONLINE PAYMENT PORTAL

### Important Information for Parents

#### Group Details

Group Details	
Establishment Name:	St Columbas College Stranorlar
Tour Reference:	491627
Group Leader:	Ms Catherine Cooke-Harkin

#### Online Payment Process

In order to make the payment online you will need to have this letter to hand plus details of the amount to be paid – the teacher in charge of the trip will confirm this amount.

1. Please enter <https://www.nst.ie/online-payment> in your internet browser address bar (**please do not use a search engine search box**)
2. Check you are on the nst.ie website.
3. Complete the form ensuring you enter the passenger name as per their passport. **Please also copy the Tour Reference and the Establishment Name exactly as it appears in this letter.**
4. Read the terms & conditions. Click to accept
5. Complete the payment form with your card details
6. Print or e-mail your receipt as proof of payment
7. Please also Email your receipt to the following address  
[tytour2025@gmail.com](mailto:tytour2025@gmail.com)  
This e mail is not for sending or receiving messages. It is just a place to send your proof of payment.
8. Please also ensure that you have a valid passport for the dates of travel. Passports will be collected in September

**If your payment is not authorised, you will be notified with a “transaction failed” message. No monies will be taken on a failed transaction. Please re-try to make the payment or contact your bank for further information.**

**1<sup>st</sup> Deposit – €150 due immediately as flights are on sale and flights cannot be booked until the deposits are received (This deposit is non-refundable)**

**2<sup>nd</sup> Deposit 15<sup>th</sup> September 2024 €150**

**Final Balance – due by 10th January 2025**

**But if you wish to make more regular payments to save having to pay a large amount in Jan, feel free to do so. Please keep your own records of payments.**

- **Cancellation charges will apply** as per NST’s terms and conditions so it’s important that you outline these to parents early on. Please see below:

#### Cancellation Charges & Changes

If any member of your group decides to cancel the following charges will apply	
Any time after booking	forfeit all deposits paid
70-29 days before departure	60% of the tour cost
28-15 days before departure	80% of the tour cost
14 days or less before departure	100% of the tour cost

