**Group Booking Policy**

We are delighted that you have expressed an interest in bringing a group or groups of students to one of our events.

As per our marketing material, we offer £3.50 per student for visiting students in S3, S4, S5 and S6.

Now, this is the most important bit of information and excuse the formality, but this is unfortunately necessary based on our experience over the past 10 years.

To **confirm** your funding, we need the following information from you within the next 14 days.

- Confirmation from you that this trip has been signed off by a member of your SLT including providing the details of who has signed the trip off.
- Confirmation from you that appropriate travel arrangements (coach bookings) have been reserved/confirmed.
- Confirmation that you have agreed and understood that travel reimbursement will be paid at £3.50 per student based on the number of students who attend on the day and are recorded on your **Group Arrival Form**. The completed **Group Arrival Form** must be handed to a member of the team at the **Welcome Desk**, and a receipt will be issued at this point. Any queries regarding reimbursement must be raised with NAS Media within 14 days of the event.

This may sound a bit 'needy', but the heart-breaking fact is that during 2025 from a total budget of £250,000 to support travel to our events, some £80,000 of this was allocated to groups who cancelled trips/pulled out with very short notice. We could have allocated this to those groups on our waiting list if we had known sooner. Basically, please do not reserve places unless you are very, very confident you will attend.

**Claim Your Funding**

Here at NAS Media, we try to make this process as easy as possible. To claim your travel funding, you **MUST** bring your completed Group Arrival form to the **Welcome Desk** on arrival at the event, a receipt will be issued at this point. This form will have all the information we need to reimburse your school within 14 days of the event taking place.

**We can ONLY reimburse your travel bursary on receipt of this form.**

If you have any queries or concerns about this, please contact us on info@nasevents.co.uk