NEW YORK CITY

Paying your \$100.00 Non-Refundable Deposit

- 1. Search for Higher Reach through Polk State College website or select the following URL: https://higherreach.polk.edu/modules/.
- 2. Select Youth Programs.
- 3. Select Lakeland Collegiate High School.
- 4. Select CH0001. A dropdown window will appear, select New York City. Your screen should look the same as the picture below.

STATE Continuing Education REGISTRATION	Leeh M Whitehead Logout 🛒 (1)
Find a Course Find a Program Academics Enrollment My Acco	ount Cart
REGISTRATION CHOOOI - School Trips	Quantity Item NEW YORK CITY SCHOOL TRIPS Registration VIEW CART
Seats Available: 96 Quantity: 1 BUT FOR OTHERS Section Description Itenerary: March 26: Departure, Rockafeller Plaza, Radio City Music Hall; St. Patrick's Cathedral, Time Square; March 27: Statue of Liberty, Raging Bull Museum, Freedom Tower; March 28: American Museum of Natural History, Central Park, Play; March 29: NBC Morning Show; Meddame Tussauds, Emple State Bullding, Brooklyn Bridge, Departure.	RECENTLY VIEWED CH0001 School Trips
Dates: Mar 26, 2018 - Mar 29, 2018 Time: 8:00 AM 📑 FULL SCHEDULE	KEYWORD SEARCH MANAGEMENT

- 5. Select add to cart. You will see the shopping cart load on the right hand side of the screen. (This is also in the picture above on the right hand side.)
- 6. Select View Cart on the right hand side of the screen. Your screen should appear the same as the picture below.

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	ind a Course Find a Program Academics E	Enrollment My J	Account Cart	_
ſ	Item	Quantity Cost	Due Amount	Action
	NEW YORK CITY SCHOOL TRIPS - Registration	\$ 1,58	0.00 \$ 1,580.00	REMOVE
	Promo Code: April V	Total I	Due: \$ 1,580.00	
		Payment Options: ()	Credit Card	KE PAYMENT
	When you click the Make Payment button you will be redirected to our p	payment gateway site. Up	on completion of your payme	nt transaction

7. In the Due Amount box, change the \$1580.00 to \$100.00 for the deposit. The image below is how your screen should appear. You could potentially pay for the entire trip at this point, if you have the available funds.

Image: State	Alex Control Mich Zerr Schell & Copple Schell and Copple Schell & Copple Schell & Copple Schell & X A Copp
	POLK Continuing Education Lesh M Whitehead Logout ₩(1) STATE REGISTRATION ^
PA	Find a Course Find a Program Academics Enrollment My Account Cart
	Item Quantity Cost Due Amount Action NEW YORK CITY SCHOOL TRIPS - Registration \$ 1,580.00 \$ 100.00 REMOVE
	Total Due: \$ 100.00 Promo Code: Approv
	Payment Options: Credit Card MAKE PAYMENT
0 11 0 7 (When you click the Make Payment button you will be redirected to our payment gateway site. Upon completion of your payment transaction you will be redirected back to our website to complete any remaining enrollment requirements.

- 8. Select Make Payment.
- 9. Complete the rest of the prompts to checkout. This of course is only for the deposit on the trip. You will need to make payments until it is paid in full by the end of February 2018.