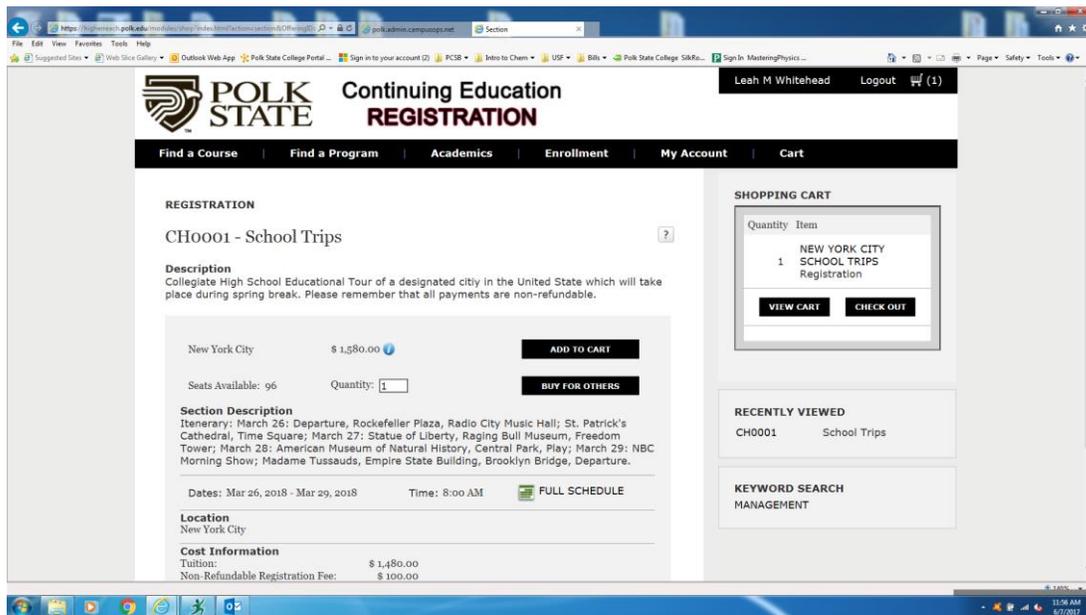


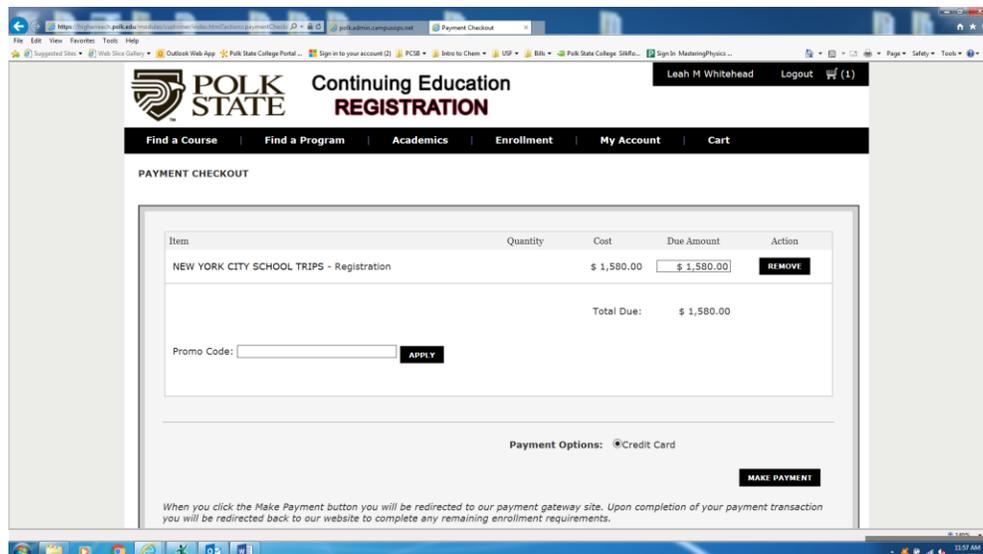
NEW YORK CITY

Paying your \$100.00 Non-Refundable Deposit

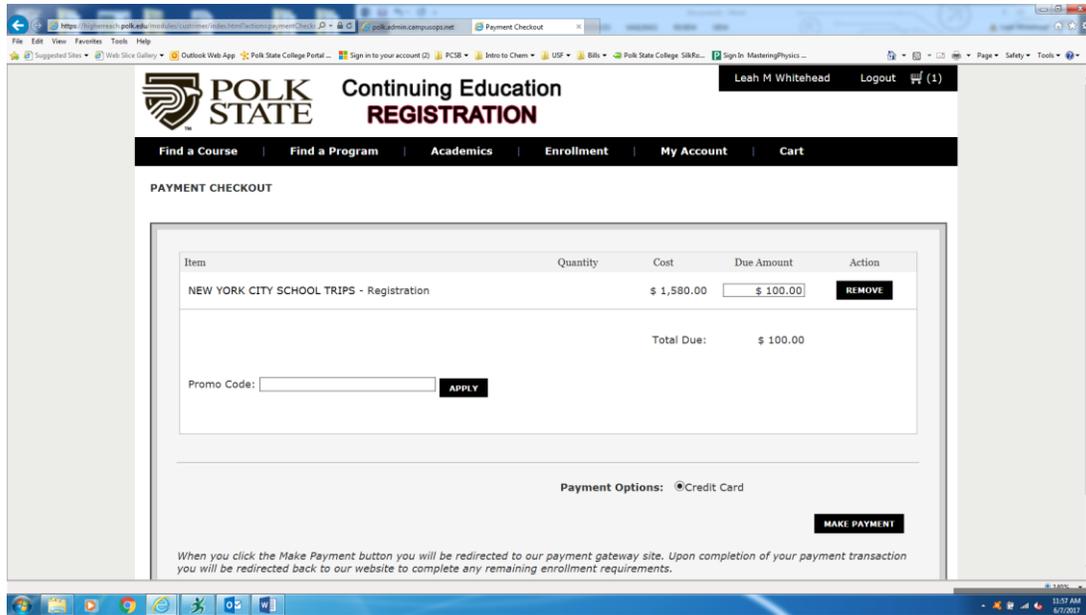
1. Search for Higher Reach through Polk State College website or select the following URL:
<https://higherreach.polk.edu/modules/>.
2. Select Youth Programs.
3. Select Lakeland Collegiate High School.
4. Select CH0001. A dropdown window will appear, select New York City. Your screen should look the same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



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.



- 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.



- Select Make Payment.
- 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.