



Youth Programs

Group Travel Operations & Reservation Department

Business Hours:

Open Daily: 8:30AM-5:30PM EST.

1-800-YOUTH-15 | [www.UniversalOrlandoYouth.com](http://www.UniversalOrlandoYouth.com)

## 2024 GROUP PROCEDURES

### STEP 1 - SAVE AND FILL OUT YOUTH TICKET ORDER FORM

Before completing, ticket order form must be saved in a PDF format to a drive or location on your computer

### STEP 2 - SUBMIT YOUTH TICKET ORDER FORM

Email completed PDF order form to [TicketReservations@UniversalOrlando.com](mailto:TicketReservations@UniversalOrlando.com)

Completed forms must be received at least four (4) weeks prior to visit date to be sent via FedEx

- Your order form must be accompanied by a written request on school or organization letterhead that includes the dates of your visit, school or group name, number of youth and chaperones, as well as the name and signature of the designated contact person. The letter must acknowledge any third-party travel planners authorized to make decisions on the school's behalf
- All requests from a school must be sent from a valid school email address along with a valid copy of a School ID
- Your order is not confirmed until you receive a confirmation email and payment has been processed
- To avoid creating duplicate orders please only submit your form once. To check the status of your order, or to make any changes to your order, please email [TicketReservations@UniversalOrlando.com](mailto:TicketReservations@UniversalOrlando.com)

### STEP 3 - PAYMENT METHODS

#### Credit Card

- We offer online credit card payment via our payment provider Authorize.net on your mobile phone or computer
- Within seven (7) days of submitting your completed PDF order form you will receive
  1. An itemized confirmation email from [TicketReservations@UniversalOrlando.com](mailto:TicketReservations@UniversalOrlando.com) and
  2. An invoice email from [Invoice@Authorize.net](mailto:Invoice@Authorize.net) with a link to submit payment
- The invoice will not include the itemized details of your order
- The invoice email can be forwarded to the appropriate person in your organization to input payment information
- Payment must be processed in a single transaction, and orders must be paid in full before they can be printed
- We cannot accept payment over the phone and credit card information should not be sent via email
- Reach out to a youth sales representative to discuss orders of \$100,000 or more

#### Company/Organization Check

- Make checks payable to Universal Orlando
- Certified mail or tracking number is recommended. Send to:  
*Universal Orlando  
Attn: Group Travel Operations  
8259B Exchange Drive  
Orlando, FL. 32809*

#### On-Site Payment

- On-site payment should only be used in rare cases where pre-payment is not an option and must be pre-approved by a youth sales representative
- Allow extra time for your payment to be processed and order printed
- Unacceptable forms of payment include personal checks, purchase orders, payment vouchers, third party checks, counter checks or altered checks

#### Tax Exemption

Florida law states that each admission charge is taxable unless the transaction is specifically exempt. To qualify for tax exemption, you must provide a copy of your valid Florida Consumer's Certificate of Exemption and payment must be made directly from the funds of the exempt entity.

**New in 2024:** In addition, you will be asked to complete an affidavit confirming details of the exemption and payment method. To access this affidavit please visit [Tax Exempt Affidavit](#)

### STEP 4 - REFUNDS

- Refunds are not available onsite. In terms of multi-day tickets, no refunds will be given for unused days
- Refunds will be applied dependent on original method of payment. Please allow 4-6 weeks for processing
- Unused admission tickets can be refunded if mailed within 72 hours of your visit date, certified mail or tracking number is recommended
  - Send Unused Tickets to: *Universal Orlando  
Attn: Accounts Receivable B2  
1000 Universal Studios Plaza  
Orlando, FL 32819*

Please visit [UniversalOrlando.com](http://UniversalOrlando.com) to review our [Conditions of Entry & Other FAQs | Universal Orlando™](#)

# Universal Studies and STARS Performance Program Ticket Order Form

**Valid for groups arriving between January 1 - December 20, 2024**

Submitting a ticket order does not qualify as a STARS or Studies reservation. To book a STARS Performance or Studies Program please complete an application by visiting [Youth Programs | Universal Orlando®](#)



## Youth Programs

### GROUP INFORMATION

TRAVEL PLANNER (IF APPLICABLE)

SCHOOL/ORGANIZATION NAME

ARRIVAL DATE

DEPARTURE DATE

CONTACT NAME

CONTACT EMAIL

MAILING ADDRESS

CITY

STATE

ZIP CODE

DAY PHONE

CELL PHONE

**GROUP TYPE:** STARS Performance Studies Program

**TAX EXEMPT IN THE STATE OF FLORIDA?**

Yes

No

**METHOD OF PAYMENT**

Check

Credit Card

### TICKET ORDER

**PARK-TO-PARK TICKETS:** Explore Universal Studios Florida, Universal Islands of Adventure **and** Universal Volcano Bay on the same day. The 3-Park ticket is required to visit Universal Volcano Bay.

Ticket Type	Youth / Chaperone Price Per Person	Quantity: Paid Youth	Quantity: Paid Chaperone	Amount Including Applicable Taxes
3-Park 5-Day Park-to-Park	\$230 (+tax \$244.95)			
3-Park 4-Day Park-to-Park	\$225 (+tax \$239.63)			
3-Park 3-Day Park-to-Park	\$215 (+tax \$228.98)			
3-Park 2-Day Park-to-Park	\$195 (+tax \$207.68)			
2-Park 5-Day Park-to-Park	\$190 (+tax \$202.35)			
2-Park 4-Day Park-to-Park	\$185 (+tax \$197.03)			
2-Park 3-Day Park-to-Park	\$180 (+tax \$191.70)			
2-Park 2-Day Park-to-Park	\$165 (+tax \$175.73)			
2-Park 1-Day Park-to-Park (Florida Groups Only)	\$117 (+tax \$124.61)			

**Youth Group Ticket Blockout Dates**

Call 1-800-YOUTH15 for availability if visiting between 12/26/2024-12/31/2024

<b>SUBTOTAL:</b>	<b>40 Tickets Required for STARS Groups 20 Youth Tickets Required for Studies Groups</b>			
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**COMPLIMENTARY CHAPERONE TICKETS:** The number of chaperones cannot exceed the number of youth tickets. Complimentary chaperone tickets are only based on the total number of *Paid Youth*; the number of *Paid Chaperones* do not count towards the complimentary ratio.

<b>Florida Groups</b>	1 per 10 paid youth	<b>Out-of-state Groups</b>	Max 2 per group of 20 or more paid youth	<b>TOTAL COMPLIMENTARY:</b>
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# Universal Studies and STARS Performance Program Order Form

Valid for groups arriving between January 1 - December 31, 2024

Submitting a ticket order does not qualify as a STARS or Studies reservation. To book a STARS Performance or Studies Program please complete an application by visiting [Youth Programs | Universal Orlando®](https://www.universalorlando.com/youth-programs)



## Youth Programs

### UNIVERSAL STARS PERFORMANCE PROGRAM

Performance	Confirmed Program Date(s)	Number of Participants		
Morning March				
Universal's Holiday Parade featuring Macy's				
Stage Performance				
Workshops	Confirmed Program Date(s)	Price Per Participant	Number of Participants	Subtotal Including Applicable Taxes
Dance is UNIVERSAL! A Workshop with the Professionals <b>(Minimum 20 Participants Required)</b>		\$25 (+tax \$26.63)		
Sound Design: Music and the Art of Foley Workshop Choir* <b>(Minimum 40 Participants Required)</b>		\$35 (+tax \$37.28)		
Sound Design: Music and the Art of Foley Workshop Band/Orchestra* <b>(Minimum 40 Participants Required)</b>		\$45 (+tax \$47.93)		
<i>*For Sound Design shared experiences please enter number of participants by group type</i>				
			<b>STARS GRAND TOTAL</b>	

### UNIVERSAL STUDIES PROGRAM

Your Classroom in Motion: a STEAM App Series	Confirmed Program Date(s)	Price Per Participant	Number of Participants (Minimum 20 Required)	Subtotal Including Applicable Taxes
Hollywood Rip Ride Rockit Science		\$25 (+tax \$26.63)		
Jurassic Paleobotany		\$25 (+tax \$26.63)		
Kongtrol Panel		\$25 (+tax \$26.63)		
Mummy Dig-Site Detective		\$25 (+tax \$26.63)		
Transformers ROLL Out		\$25 (+tax \$26.63)		
Education Tours	Confirmed Program Date(s)	Price Per Participant	Number of Participants (Minimum 20 Required)	Subtotal Including Applicable Taxes
Behind the Adventure Tour		\$25 (+tax \$26.63)		
Special F/X Tour		\$25 (+tax \$26.63)		
Business Learning Series	Confirmed Program Date(s)	Price Per Participant	Number of Participants (Minimum 20 Required)	Subtotal Including Applicable Taxes
Career Exploration & Preparation		\$25 (+tax \$26.63)		
Leadership Skills & Personal Development		\$25 (+tax \$26.63)		
Business Development: People, Process, Product		\$25 (+tax \$26.63)		
Education Programs	Confirmed Program Date(s)	Price Per Participant	Number of Participants (Minimum 20 Required)	Subtotal Including Applicable Taxes
Storytelling: It Starts with a Hero		\$25 (+tax \$26.63)		
Marketing is Universal: Keeping the Guest at Heart		\$25 (+tax \$26.63)		
Our Weather: Planning for Nature		\$16 (+tax \$17.04)		
Finance		\$16 (+tax \$17.04)		
			<b>STUDIES GRAND TOTAL</b>	

## ENHANCEMENTS

### UNIVERSAL ORLANDO RESORT GIFT CARDS AND YOUTH PROGRAMS FOOD & BEVERAGE CARDS

- **Gift Cards and Youth Programs Food & Beverage Cards** are nonrefundable, do not expire, and will not be valid for mobile food and drink ordering, online purchases, or purchases via phone sales
- **Gift Cards** are available in \$5 increments up to \$500 and may be used to purchase select goods and services at participating retail, dining, hotel and other locations throughout Universal Orlando Resort

Product	Cost (\$5 Increments)	Quantity	Subtotal Including Applicable Taxes
Universal Orlando Resort Gift Card			
Universal Orlando Resort Gift Card			

- **Youth Programs Food & Beverage Cards** are available in \$5 increments up to \$100 and valid for use at all Food & Beverage locations throughout Universal Orlando Resort. This card may **not** be redeemed at merchandise locations or reloaded after initial activation

Product	Cost (\$5 Increments)	Quantity	Subtotal Including Applicable Taxes
Food & Beverage Card			
Food & Beverage Card			

### PARKING

- Only for pre-paid mail delivery orders. Not available for on-site pick-up. Pricing is subject to change at any time, without notice

Product	Cost	Quantity	Subtotal Including Applicable Taxes
Pre-Paid Bus Parking (per bus)	\$39.43 (+tax \$42)		

### COCA-COLA FREESTYLE® SOUVENIR CUP

- Guests will receive 1 printed ticket for each Souvenir Cup purchased to be redeemed at an in-park location
- Limited to no more than 1 pour per 10 minutes. Non-refundable. No additional discounts apply. Sharing is not permitted
- Price is subject to change at any time, without notice

Product	Cost	Quantity (Minimum 6 Required)	Subtotal Including Applicable Taxes
Coca Cola Freestyle Souvenir Cup - 1 Day	\$14.99 (+tax \$15.97)		

### UNIVERSAL EXPRESS SKIP THE REGULAR LINES FOR ONE (1) DAY

- For specific pricing and information, please visit [UniversalOrlando.com](http://UniversalOrlando.com)
- Universal Express ride access is a separate queue with a shorter wait time at **participating** attractions
- Express Passes are date specific, non-refundable, and not valid for separately ticketed events, such as Halloween Horror Nights
- Separate theme park admission required. Attractions are subject to substitutions without notice
- Universal Express Unlimited allows guests to skip the regular lines an unlimited amount of times at participating rides and attractions
- Pricing varies based on desired date and time of submission and/or any subsequent change requests

Product	Quantity	Date
Universal's Islands of Adventure Express Pass		
Universal Studios Florida Express Pass		
2-Park Express Pass		
Universals Islands of Adventure - Unlimited Express Pass		
Universals Studios Florida - Unlimited Express Pass		
2-Park Unlimited Express Pass		

### TICKET FULFILLMENT METHOD PLEASE SELECT ONE (1) OPTION

#### FedEx Ground

- No additional charge
- Highly recommended to eliminate delays in your park experience. Advance ticket payment required
- Please allow up to two (2) weeks for delivery

#### FedEx Overnight

- \$10+ tax = \$10.65
- Tickets will be shipped within two (2) business days after payment has been processed
- Highly recommended to eliminate delays in your park experience. Advance ticket payment required

#### In-Person Pick-Up

- Tickets can be paid for and picked up at the Universal Studios Florida Group Sales Window  
**Monday - Friday 8am - 5pm, or Saturday - Sunday 9am - 3pm**
- It is recommended that all tickets be picked up at least one (1) day before the group's first day in the park(s)
- Please be prepared with your confirmation number(s) and a valid photo ID of the indicated pick-up person

NAME OF PICK-UP PERSON \_\_\_\_\_