



**Summer Change/Cancellation Form**

For Office Use:  
Date received \_\_\_\_\_  
By Whom \_\_\_\_\_

Child's Name \_\_\_\_\_ Original week signed up to attend \_\_\_\_\_

**CHANGE REQUEST**

Week requesting to change to \_\_\_\_\_ Date Submitting request \_\_\_\_\_

Please note: A change is defined as changing a camper's scheduled days or changing to another week of camp after registration has been completed. Changes are subject to availability. If space is available you will receive a confirmation e-mail of the change. There is a \$10.00 fee to change a schedule/week once registration paperwork and deposits have been submitted.

**CANCELLATIONS**

Week requesting to cancel \_\_\_\_\_ Date Submitting Cancellation Notice \_\_\_\_\_

Please note: After completing registration, if you must withdrawal your registration from a week of camp there is a \$30.00 cancellation fee if the cancellation is received at least (6) six working days prior to the camp start date. Once the entire camp fee has been paid, you will receive a partial refund if you submit this form at least (6) six working days prior to the start of camp. The refund will equal the tuition minus a \$30.00 cancellation fee. A \$30.00 cancellation fee will be charged unless another summer session is added to a camper in the family. If a cancellation is received after the published cutoff date, no refund will be given for any reason, including vacation plan changes, illness or family emergencies. Note: A cancellation fee applies to each week of camp cancelled. All refunds will be issued at the end of summer.

Amount Due \_\_\_\_\_ or Amount of Refund \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Revised 2/11/17



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