



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 per change, 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 child's participation from a week of camp, there is a \$30.00 per week, 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 for each week cancelled, unless another summer session is added to a camper in the family to replace the cancelled week. 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 due will be issued at the end of summer.

Amount Due or Amount of Refund

Parent/Guardian Name (Print) Date

Parent/Guardian Signature

Revised 2/4/18



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