

## Summer Camp Changes / Transfers / Credit / Refund Policy

All changes and cancellations must be done in writing (via email, form, or written in person). Any credit or refund will be first applied to any household balance that exists. All refunds will be processed within two weeks of receipt of the original request.

Camp Session	Changes/Refund Deadline to receive 100%	<b>Account Credit Only</b> Changes/ Transfers Deadline to receive 75%	<b>Refund Only</b> Deadline to receive 50%	Non-Refundable Deadline
<b>Week</b>	<b>Last Day</b>	<b>Starting</b>	<b>Starting</b>	<b>Starting</b>
June 2	May 23	May 24	May 24	May 28
June 9	May 30	May 31	May 31	June 4
June 16	June 6	June 7	June 7	June 11
June 23	June 13	June 14	June 14	June 18
June 30	June 20	June 21	June 21	June 25
July 7	June 27	June 28	June 28	July 2
July 14	July 3	July 4	July 4	July 9
July 21	July 11	July 12	July 12	July 16
July 28	July 28	July 29	July 29	July 23
August 4	July 25	July 26	July 26	July 30

- There will be a \$5 admin fee (per week/ per camper) added to your account for any cancellation, changes, and/or transfer requests.
- Starting the 75% Deadlines, Transfers and Changes may be allowed if space is available. However, you will need to pay the difference plus the admin fee.
  - Example : Transferring Monday to Wednesday (\$60 per day)
    - You are credited \$45. You are then registered for Wednesday with a \$20 balance. (60+5-45=20)
- Starting the Non-Refundable Deadlines: No Transfers or Changes are allowed. If space is available, you may add additional days to your registration. No admin fee will be issued .
  - Example : Needed Monday instead of Wednesday (\$60 per day)
    - No Credit . You are then registered for Monday and Wednesday with a \$60 balance.

- There will be no refunds or credit issued for missed days