



SUMMER CAMP CANCELLATION & TRANSFER FORM

CAMPER INFORMATION

Child's Name _____

Parents Name _____

CHANGE REQUESTED

____ Cancellation – complete section A

____ Transfer – complete section A and B

SECTION A

SECTION B

Please cancel the following sessions of Camp:

Please add the following sessions of Camp:

WEEK	CAMP NAME
1.	6/8 - 6/12 _____
2.	6/15 - 6/19 _____
3.	6/22 - 6/26 _____
4.	6/29 - 7/2 _____
5.	7/6 - 7/10 _____
6.	7/13 - 7/17 _____
7.	7/20 - 7/24 _____
8.	7/27 - 7/31 _____
9.	8/3 - 8/7 _____
10.	8/10 - 8/14 _____

WEEK	CAMP NAME
1.	6/8 - 6/12 _____
2.	6/15 - 6/19 _____
3.	6/22 - 6/26 _____
4.	6/29 - 7/2 _____
5.	7/6 - 7/10 _____
6.	7/13 - 7/17 _____
7.	7/20 - 7/24 _____
8.	7/27 - 7/31 _____
9.	8/3 - 8/7 _____
10.	8/10 - 8/14 _____

In the case that you receive a refund please select your preferred refund option:
 Check (takes 2-4 weeks) Household Credit (To use for future registrations)

REASON FOR CANCELLATION/TRANSFER: _____

CHANGE REQUESTED BY :

Parent/Guardian Name _____

Parent/Guardian Phone _____

Parent/Guardian Email _____

Date _____

Change Policy: Requests for cancellations, transfers, or schedule changes must be submitted in writing (email OK) to the Community Center Office no later than 10 working days prior to the first day of class/camp in order to be considered. Cancellations, transfers, and schedule changes will not be granted for nonattendance. All cancellations prior to 10 working days will result in cancellation fee of \$26. Transfer and schedule changes are assessed a fee of \$17 per child per camp/class. In the case of illness or injury, requests for a refund, transfer or credit will be considered only when accompanied with a doctor's note and letter requesting the exception & appropriate fees will apply. Refunds, transfers, or schedule changes will not be granted after the first day of camp except in the case of medical emergency.