

In order to process your cancellation request accurately and in a timely manner, please complete the following information. Please email a copy, fax to (570) 620-1692 or mail a physical copy to our office.

Please note the following:

- All refunds follow our refund policy as listed below.
- Eligible refund requests are processed in the order they are received.
- Refund requests are usually processed within two weeks, although occasionally, due to the busy nature of a summer camp, they may take three to four weeks to process. Your patience is appreciated.

Camper Name \_\_\_\_\_

Parent Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Session(s) Cancelling \_\_\_\_\_

Reason for Cancellation Request \_\_\_\_\_

\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Once we receive your completed cancellation request, we will remove your child from the indicated session(s) and begin processing your refund if eligible. We may contact you for further information regarding this request, such as a doctor's note when necessary.

## REFUND POLICY

Prior to April 1st, fees paid **less \$150.00** (non-refundable application fee) per session, per child are refundable with **written notice** of cancellation. After April 1st, deposits and application fee are non-refundable. (This also applies to applications received after April 1st.)

After April 1st, with **written notice**, camp fee, **less \$300.00** (deposit and application fee) per session enrolled, will be returned to a camper who must withdraw up to 14 days prior to their camp session.

There is no refund if cancellation is made within 14 days of their camp session. Cancellation of Saturday or Sunday check out is non-refundable after May 1st. No refund will be made for a camper who withdraws at any time after arriving at camp. There is no reduction or refund of fees for late arrival or early departure.

If a camper is a no-show for a registered session, no refund will be issued. Finally, we reserve the right to dismiss, without refund, any camper whose conduct is detrimental to the camp or to other campers.