

Campus Kids Cancellation/Transfer Policy

All camp weeks must be paid in full a minimum of two weeks (ten business days) before the start date of each camp week. It is our policy that all camp cancellation/transfer forms must be submitted to either Jenni or Katie in the White Ave office. Verbal or email cancellations will not be accepted. Registration for camp weeks is considered your intent to participate; you may transfer or cancel camp weeks after registration, but there will be a \$50.00 fee per cancel or transfer.

- This fee is separate from your non-refundable registration fee and camp tuition
- The fee will be charged if you cancel or transfer your child's camp spot before tuition is collected
 - If tuition has been paid and you cancel your child's camp spot within two weeks of start date, no refund will be given
 - If tuition has been paid and you wish to transfer your child's camp spot, we will roll your tuition payment to a different week and there will be an additional \$50.00 fee (if a spot is available)
- You may pay your fee at the time of cancellation/transfer, or you will be billed within two weeks
 - If your fee is not paid within two weeks, your child will not be allowed to return to the Campus Kids program until all fees are paid
- There will be no refunds for sick days or other absences.
- Transfers will only be allowed if there is space in a camp week.
- If you transfer out of a week, your spot will be forfeited.
- Families will be notified via email if their preferred transfer week is available or not. If the week is not available, you will receive further information about your options.

****Sample cancellation/transfer form (forms will be available at the front desk)****

My child/children _____ are registered for Campus Kids.
I would like to:

- Cancel week _____
- Transfer from week _____ to week _____

I understand that cancelling or transferring my child's registered camp week(s) will result in either the forfeiture of the week's tuition or a separate \$50.00 fee, to be paid within two weeks.

Parent Signature _____ Date _____