

YMCA of Gloucester County Day Camp Switching Form

(For all Refunds/Credits/Changes of Cycles)

Please complete one form per child - additional copies are located at the front desk

Camper's Name _____ Birth Date ____/____/____ Grade Entering _____

Address _____ City _____ State _____ Zip _____

Parent/Guardian's Name _____ Day Time # _____

Please Circle: Add a Cycle Transfer a Cycle Cancel a Cycle

Add a Cycle

1. Add	Cycle # _____
2. Add	Cycle # _____

Add Policy- \$20, \$30, \$50 Non-Refundable deposit due. Full payment is due if request is within the payment due date.

Transfer a Cycle

1. Transfer From: Cycle _____	2. Transfer From: Cycle _____
To: Cycle _____	To: Cycle _____

Transfer Policy- There is a processing fee of \$20.00 for each cycle transferred

Cancel a Cycle and/or Extended Day

1. Cancel	Cycle # _____	Extended Day Cycle _____ (if applicable)
2. Cancel	Cycle # _____	Extended Day Cycle _____ (if applicable)

Cancellation Policy All but the \$55.00 Basic Youth Membership / \$55.00 Registration Fee and \$20 or \$30 non-refundable deposit for each cycle will be refunded. If just canceling extended day or transportation there is a \$10.00 charge. Refunds take 2-4 weeks to process.

Parent/Guardian Signature _____ Date _____

Refund/Credit/Switching Policy

Refunds

A refund will only be considered if a refund request form is filled out and turned in two weeks prior to the start date of the cycle requested. If you are requesting a refund for a cycle, all but the \$55.00 Basic Youth Membership / \$55.00 Registration Fee and deposits will be returned within 2-4 weeks (if approved).

Credits

A credit will only be considered if a credit request is given two weeks prior to the start date of the cycle requested. If approved for a credit, all but the \$55 Basic Youth Membership / Registration Fee and deposits will be credited.

A Switching Form needs to be filled out and there is a \$20.00 charge for this process. This service is only available if the appropriate form is filled out and turned in two weeks prior to the start date of the cycle requested.

Cancellation for Extended Day

There is a \$10.00 cancellation fee for each cycle. Cancellation for any cycle must be made in writing by filling out a Switching Form two weeks prior to each cycle.

Late Fees

We ask that all payments are paid on time. We try our best to accommodate everyone, however if payments are not received as due, your child's reservation may result in cancellation for that camp cycle.

There is ONLY a one day grace period (Tuesday, after the Monday due date) to ensure a reservation for your child and to make that late payment of \$30. If payment and late fee are not paid by Tuesday (2 weeks prior to camp cycle) your child may lose their reservation for that cycle. The \$30 late fee is per child (per week of camp).

Please see "Payment Information" Section for payment due dates. Specialty Camps, Extended Day and Transportation due dates correspond with the Cycles Due Date.



We build strong kids, strong families, strong communities.