

2019
Wenatchee Valley YMCA
Request for Summer Program Cancellation or Change
Summer Day Camp, Extreme Teens,, Lake Wenatchee YMCA Camp

Participant Name _____ FT ID # _____
 First Middle Last

Verify Address: Same as in CCC Yes No (Have Member complete Membership Change Form)

Phone _____ Parent /Guardian Name _____

Cancellation: Deposits are non-refundable and a \$25.00 processing fee may apply.

Cancel participant out of: _____
 Program or Camp Name Session

Cancellation Refund Policy:

In order to balance the fluid nature of family schedules with a successful and reliable program experience for all participants, the Wenatchee Valley YMCA uses the following refund policy:

- Cancellation requests received 30 days prior to the registered summer program start date may receive a refund for camp/program fees with the exception of the non-refundable deposit. Registration deposits may be transferred to another 2019 summer program session if arrangements are made 30 days prior to the initial program’s start date. Cancellation requests received more than 15 days, but less than 30 days, prior to the registered summer program start date will result in the forfeiture of the entire fee if the space cannot be filled. If the space is filled, then all payments with the exception of a \$25.00 processing fee and the non-refundable deposit may be refunded.
- Cancellation requests received less than 15 days prior to the registered summer program start date will not be eligible for a refund of any portion of fees paid, except in the case of an unforeseen medical situation verified by a note from a physician. There is no partial refund for late arrivals or early departures. And, no refund will be issued for participants that do not complete a program.

Transfer Request Policy: All transfer requests are subject to a \$10.00 service fee which must be paid at the time of the request. Program payments are only transferable if arrangements are made 30 days prior to the initial program start date. Requests received less than 30 days prior to the initial program’s start date will not have the deposit transferred.

Transfer Request From: _____
 Program or Camp Name Start Date

To: _____
 Program or Camp Name Start Date

Parent’s signature: _____ Date: _____

For Office Use Only: _____ **Email form to: Registrar@wenymca.org**

\$10.00 Fee Charged – Includes transferring money from one program to another. Staff Signature: _____

Complete back side Date: _____

Membership Services:

For a Cancellation:

1) Is a refund being requested? YES NO (Program deposits are non-refundable)

**** Pass to Accounting for processing ****

For a Change: Please **collect a \$10** service fee for all Summer Camp / Program Changes.

1) In CCC transfer the participant to the correct program. Done: _____ (attach receipt)

2) Did the participant go on a waiting list? Yes / No Does Parent/Guardian know? Yes / No

Registrar/Accounting Department:

Delete Registration: _____	Transferred Registration: _____ \$10.00 Fee Applied _____
Voucher # Issued: _____	Voucher Value \$ _____
Scholarship \$ _____	Peanut \$ _____
	Voucher Applied to: _____
Accounting Signature _____	Date: _____

Notes: _____

**Request for Payment
(Allow 10 days for processing)**

Pay to the order of: _____
(Name)

If mailing is different from CCC Record, please note: _____
Address

City State/Zip

Amount: \$ _____ General Ledger Number: _____

Description of expense: _____

Send Check To: () Payee () Other: _____

Department Head Approval: _____

Executive Director Approval: _____

Voucher #: _____ Date Voucher Approved: _____ Initials: _____

Paid: _____ Check Number: _____