



2012 Camp Clarita Change Form



Child's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

All requests for refunds, transfers, or addition of weeks must be submitted in writing to the Camp Clarita office by completing the Change Form. Forms can be submitted directly to the Camp Clarita office through campclarita.com, fax at (661) 253-2567, or emailed to campclarita@santa-clarita.com. Change Forms must be submitted by the appropriate deadline. All requests to transfer or add additional weeks/days/programs will be based on availability and deadline requirements. You will be notified by the Camp Clarita office of the status of your request once written notification has been received.

REFUND POLICY

- A refund will be given when request is received by the Camp Clarita office at least 10 business days prior to the start of the week enrolled. For each week refunded, a \$30 charge per, child per week is withheld regardless of reason for refund. A refund will not be issued for days missed in a week or session and there are no make-up days. Prorated refunds are not issued for campers who do not attend field trips and admission tickets are not distributed. Any refund of camp fees may take up to one week after notification is received to be processed. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/bank and check refunds may take up to three weeks to receive. No refunds will be issued after the 10 business day deadline. Camp Clarita's advance reservation of buses, admission tickets, scheduling of staff, etc. does not enable us to refund camp fees after the deadline regardless of the reason for non-attendance. \$30 deposit for the payment plan is non-refundable and non-transferable as a spot has been held for your child.

CAMP TRANSFERS OR ADDITIONS

- Transfer requests must be received by the Camp Clarita office no later than the Wednesday prior to the start of the week at 5:00 p.m. Requests for addition of weeks must be submitted to the Camp Clarita office by the Wednesday prior to the beginning of the week at 5:00 p.m.

WEE AND LITTLE FOLKS CAMPERS

Please circle the session you would like to cancel, add or transfer:

Table with 7 columns: Session, Program, Dates, Location\*, Currently Registered (if only adding sessions, please leave blank), Circle One, Change/Add to. Rows include Wee Folks and Little Folks sessions at CCP, NP, and VGP locations.

\*Canyon Country Park (CCP), Newhall Park (NP), Valencia Glen Park (VGP)

RANGER, EXPLORER AND VOYAGER CAMPERS

Please circle the week you would like to cancel, add or transfer:

Table with 7 columns: Week, Program (please circle one), Dates, Location\* (please circle one), Currently Registered (if only adding weeks, please leave blank), Circle One, Change/Add to. Rows include Ranger Explorer Voyager sessions at NOP, SCP, and VMP locations.

\*North Oaks Park (NOP), Santa Clarita Park (SCP), Valencia Meadows Park (VMP)

Please state the reason for the request: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Email: \_\_\_\_\_

PAYMENT INFORMATION (complete only if balance due):

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payee Name: \_\_\_\_\_ Payee Signature: \_\_\_\_\_

Check #: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For Office Use Only: Date Received by Staff: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Receipt #: \_\_\_\_\_