



## 2019 SUMMER CAMP CHANGE FORM

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Camp Attending: \_\_\_\_\_

**100% Refund (No Penalty) Cancellation Policy**

Sunshine offers a 100% no penalty cancellation policy. However, to receive a full refund the cancellation must be made prior to the change deadline (see below).

- The **deadline** to cancel a week of camp from **SESSION 1** (weeks 1-4) is **Monday, June 3**
- The **deadline** to cancel a week of camp from **SESSION 2** (weeks 5-8) is **Monday, July 1**

**50% Refund (After the Deadline) Cancellation Policy**

A week may be canceled after the cancellation deadline. However, if a week is canceled after the deadline, you will be required to pay as follows:

- To receive the 50% refund, you must provide at least a one week (5 business day) notice for the cancellation. Your request must be made in writing by using the Change Form.
- Canceling a week with less than one week (5 business day) notice will require a 100% payment for the tuition cost of that particular week, regardless of reason for non-attendance.

### Circle the week you are changing/canceling

		Dates	Please Circle One			Cancel/Change/Add	Parent Notes/Explanation of Change
<b>Session #1</b>	1	Week of June 17	Cancel	Change	Add	M T W TH F	
	2	Week of June 24	Cancel	Change	Add	M T W TH F	
	3	Week of July 1 <i>(Closed Thu. July 4)</i>	Cancel	Change	Add	M T W F	
	4	Week of July 8	Cancel	Change	Add	M T W TH F	
<b>Session #2</b>	5	Week of July 15	Cancel	Change	Add	M T W TH F	
	6	Week of July 22	Cancel	Change	Add	M T W TH F	
	7	Week of July 29	Cancel	Change	Add	M T W TH F	
	8	Week of August 5	Cancel	Change	Add	M T W TH F	

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

\* If this form is not signed and dated by a Sunshine Day Camp employee it will not be valid, and your changes will not be accepted.

-----For Office Use Only-----

Date Received From Parent: \_\_\_\_\_ Within Cancellation Deadline: \_\_\_\_\_ Date Change Entered Into System: \_\_\_\_\_

Staff Notes: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_