



Adventure Bound Day Camp

CAMP WEEK TRANSFER / REFUND REQUEST FORM

Please read the Transfers/Cancellations/Refunds policy before completing this form:

Before Friday, April 23, 2021: Transfers of camp weeks will be allowed without penalty if made *before* Friday, April 23, 2021 depending on schedule availability. **

After Friday, April 23, 2021: Transfer requests made *after* Friday, April, 23, 2021 may be subject to forfeiture of the \$25/week per child deposit. **

**ALL cancellations may be subject to forfeiture of the \$25/week per child deposit. Additionally, cancellations made less than 10 working days prior to the week your child is scheduled to attend are subject to forfeiture of 50% of the weekly fee. NO refunds will be given for cancellations made less than 5 working days prior to the week your child is scheduled to attend. ALL refunds approvals are at the discretion of the Sr. Recreation Coordinator and follow the policy outlined above.

NOTE: Please fill in the areas below completely; lack of information may delay processing.

Parent/Guardian Name:

Mailing Address:

Day Phone:

City:

State:

Zip:

Participant Name (include last name):

☐ Transfer ☐ Cancel

Camp Activity #(s) Enrolled In:

Camp Dates:

Camp Activity # Transferring To (if applicable):

Camp Dates:

Please specify the reason for requesting a transfer or refund.

Refund Method: ☐ Household Credit ☐ Refund to Credit Card Used for Purchase ☐ Refund Check*

***Please allow up to 2 weeks for approved refund requests to be processed.**

Signature:

Date:

Request Received by:

Date Request Received:

FOR CAMP DIRECTOR USE ONLY – DO NOT WRITE BELOW LINE

Camp Activity Fee:

Less Cancellation Fee:

Amount to be Refunded:

Director Initials:

Date Processed:

Questions? Please call (970) 962-2467 or email bryce.simonds@cityofloveland.org