



CAMP WITHDRAWAL FORM MADISON AREA YMCA

INSTRUCTIONS & INFORMATION:

1. Requests must be received in writing by completing and submitting this form to the Family Center's Welcome Center or Kirby Center's Main Office.
2. Campers may withdraw from a week of camp up to 10 days prior to the scheduled payment date for the week. At the time, the \$50 down payment for the camp week will be forfeited and be charged a \$15 transaction fee.
3. If a withdrawal from a week less than 10 days prior to the scheduled payment for the week is requested, full payment is required and no refund or credit will be issued.
4. Refunds for special circumstances are at the discretion of the camp director.

CAMP WEEK / SESSION	WITHDRAWAL CUTOFF DATE
Week 1/LIT Session 1	March 15, 2019
Week 2	March 22, 2019
Week 3/LIT Session 2	March 29, 2019
Week 4	April 5, 2019
Week 5/LIT Session 3	April 12, 2019
Week 6	April 19, 2019
Week 7/LIT Session 4	April 26, 2019
Week 8	May 3, 2019
Week 9/Last Taste of Summer I	May 10, 2019
Week 10/Last Taste of Summer II	May 17, 2019

PLEASE PRINT CLEARLY – COMPLETE ALL INFORMATION:

CAMPER:

Last Name: _____ First Name: _____

PARENT/GUARDIAN

Last Name: _____ First Name: _____

Street Address: _____ City: _____ State: _____

Phone: _____ Email: _____

CAMP NAME: _____ WEEK #: _____

Reason For Request: (Please be specific) _____

Parent/Guardian Signature: _____ Date: _____

Refund Credit

OFFICE USE ONLY

Down Payment x number of weeks withdrawing from +\$15

Amount Paid \$ Down Payment & Fee (\$ x + \$ 15) Total R/C \$

Employee Accepting Request: _____ Staff Initials: _____ Date: _____

Director Approving Request: _____ Staff Initials: _____ Date: _____

Sr Director Approving Request: _____ Staff Initials: _____ Date: _____

Finance Use Only:

Date Received: _____ Pymnt Method: _____ Refund Method: _____ Date Processed: _____