



# Madison Area YMCA Camp Withdrawal Form

## 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 final payment. At the time, the \$50 down payment for the camp week will be forfeited.
3. If you wish to transfer a week of camp, if a space is available, you will be charged a \$15 transaction fee.
4. If a withdrawal request is made less than 10 days prior to the scheduled final payment for the week, full payment is required and no refund or credit will be issued.
5. 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*

Amount Paid \$ \_\_\_\_\_ Down Payment (\$ x ) \_\_\_\_\_ 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: \_\_\_\_\_