



Adventure Bound Day Camp

CAMP WEEK TRANSFER / REFUND REQUEST FORM

Please read the Transfers/Cancellations/Refunds policy before completing this form:
 – Transfers AND cancellations of camp weeks will be allowed without penalty depending on schedule availability through the first day of camp. **

**Beginning on the first day of camp, ALL cancellations may be subject to forfeiture of the \$25/week per child deposit.

– 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.

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

Parent/Guardian Name:	
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Mailing Address:	Day Phone:
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City:	State:	Zip:
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Participant Name (include last name):	<input type="checkbox"/> Transfer <input type="checkbox"/> Cancel
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Camp Activity #(s) Enrolled In:	Camp Dates:
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Camp Activity # Transferring To (if applicable):	Camp Dates:
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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:
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Request Received by:	Date Request Received:
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FOR CAMP DIRECTOR USE ONLY – DO NOT WRITE BELOW LINE

Camp Activity Fee:

Less Cancellation Fee:

Amount to be Refunded:

Director Initials:	Date Processed:
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Questions? Please call (970) 962-2487 or email kelly.rathbun@cityofloveland.org