

Camp Order Change / Withdraw Request

Order Change Policy: All order changes must go through the Camp Director. You may submit your request at the front desk or email campdirector@oaklandyard.com. Please include camper name, order number, requested changes and how we may contact you. Changes are NOT guaranteed and will be made based on availability of camps.

- There is a \$10 administrative fee for each camp change request.
- Please allow up to three (3) weeks for a refund to be processed.

Refund Policy:

Camps: Oakland Yard Athletics will refund 90% of the registration fee if requested 7 days prior to the start of the camp.

- If a refund is requested within 7 days prior to the start of the camp, the refund will amount to 75% of the registration fee.
- Refunds will not be given once a camp has started without a doctor's note. Prorated refunds will be granted upon receipt of a doctor's note.
- Oakland Yard offers 100% refunds for any programs we cancel.
- Discounts will be adjusted prior to any refunds.
- There are no discounts made for missed days.

Breakfast Club: Breakfast Club is discounted when registering for a full week. Discounts are adjusted prior to any refunds.

- Cancelling 1 day of Breakfast Club results in no refund.
- Cancelling a 2nd day of Breakfast Club results in a \$10 refund.

ORDER NUMBER _____ DATE OF REQUEST _____
CAMPER NAME(S) _____
PARENT NAME(S) _____
PHONE/E-MAIL _____

REQUEST: WEEK OF: _____ WITHDRAW FROM: _____
____ WITHDRAW ONLY – REQUESTING REFUND
____ REQUESTING A SWITCH TO
WEEK: _____ CAMP: _____

REQUEST: WEEK OF: _____ WITHDRAW FROM: _____
____ WITHDRAW ONLY – REQUESTING REFUND
____ REQUESTING A SWITCH TO
WEEK: _____ CAMP: _____

***** OFFICE USE ONLY *****

ORDER NO: O _____	ORDER CHANGE APPROVED BY: _____
____ ORDER PRINTED	FEE CHARGED? \$10 or \$ _____
____ PAYMENT HISTORY PRINTED	BALANCE DUE TO OYA: \$ _____
____ ORDER CHANGED IN ADMIN	PAID DATE: _____
____ PASSPORT UPDATED	
REFUND AMOUNT DUE: _____	DATE ISSUED TO ACCOUNTING: _____