

# CAMP ORDER CHANGE / WITHDRAW REQUEST

**ORDER CHANGE POLICY:** all order changes must be approved by the Camp Director. You may submit your request at the front desk or email [campdirector@oaklandyard.com](mailto:campdirector@oaklandyard.com). Please include the information indicated below. 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.
- If your change request is for a higher priced program, payment is expected at the time the change is made.

**REFUND POLICY:**

- Oakland Yard Athletics will refund 90% of the registration fee if requested 7 or more days prior to the start of the camp.
- If a refund is requested less than 7 days prior to the start of camp, OYA will refund 75% of the registration fee.
- Once a camp has started, no refunds will be given without a doctor's note. Prorated refunds will be granted upon receipt of the doctor's note.
- OYA will refund 100% for any programs WE cancel.
- Discounts will be adjusted as needed due to cancellations and refunds.
- No discounts are offered for absent days.

Breakfast Club is discounted when registering for a full week. This discount will be adjusted prior to any refunds.

- Cancelling 1 day of Breakfast Club (from a full week) results in no refund.
- Cancelling a 2<sup>nd</sup> day of a Breakfast Club (from a full week) results in a \$10 refund.

Date of Request \_\_\_\_\_

Received by \_\_\_\_\_  
*(staff member name)*

Camper Name(s) \_\_\_\_\_

Parent Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

WEEK OF: \_\_\_\_\_ CURRENTLY ENROLLED IN: \_\_\_\_\_

\_\_\_\_ WITHDRAW ONLY – REQUESTING REFUND (OYA CANCELLATION? YES \_\_\_ NO \_\_\_)

\_\_\_\_ REQUESTING SWITCH TO WEEK OF: \_\_\_\_\_ CAMP: \_\_\_\_\_

WEEK OF: \_\_\_\_\_ CURRENTLY ENROLLED IN: \_\_\_\_\_

\_\_\_\_ WITHDRAW ONLY – REQUESTING REFUND (OYA CANCELLATION? YES \_\_\_ NO \_\_\_)

\_\_\_\_ REQUESTING SWITCH TO WEEK OF: \_\_\_\_\_ CAMP: \_\_\_\_\_

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

CHANGE MADE IN CAMP BRAIN BY: \_\_\_\_\_

ORDER CHANGE APPROVED BY: \_\_\_\_\_

FEE CHARGED? YES NO

REFUND DUE? YES NO

AMOUNT: \$ \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

BALANCE OWED TO OYA: \$ \_\_\_\_\_

DATE REFUND ISSUED: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

EMAIL CONFIRMATION SENT BY: \_\_\_\_\_

DATE: \_\_\_\_\_