



REQUEST FOR SUMMER CAMP REFUND

REFUND POLICY: All refunds must be requested on a Summer Camp Refund form by email to summercamp@brec.org or by fax: 225-273-6407. **A refund request must be submitted a minimum of 10 business days prior to the start of the session.** The full session fee will be refunded minus a \$15 transaction fee. Unfortunately, a refund will not be available for a session in progress. The date printed on the refund request (email or faxed) determines if a refund is granted. All checks must clear the bank before any refunds are processed. Please allow 3 - 4 weeks for a refund to be issued.

Date _____
Camp Location _____
Camper's Name _____
Payee Name if different from Parent or Guardian _____

**All refunds will be issued via check according to receipt payee.

Phone # _____ Work or cell phone #: _____
Address _____ City _____ Zip _____

Form of Payment that was used: (Check One)

Cash _____ Check _____ Credit Card: _____
M/C _____ VISA _____ DISCOVER _____ Last 4 digits of credit card # _____
Receipt # _____ Paper Receipt _____ RecTrac _____
WebTrac (online) _____
Did camper receive Financial Assistance Yes _____ No _____

Check which session(s) you are requesting a refund: (You are responsible for correct dates).

- Session - 1 ** Refund request due by May 20
- Session - 2 ** Refund request due by May 27
- Session - 3 ** Refund request due by June 3
- Session - 4 ** Refund request due by June 10
- Session - 5 ** Refund request due by June 17
- Closed July 4th**
- Session - 6 ** Refund request due by June 24
- Session - 7 ** Refund request due by July 1
- Session - 8 ** Refund request due by July 8
- Session - 9 ** Refund request due by July 15

Signature _____ **Date** _____

For Administration use only: Date refund form received _____
Deposit Date: _____
Amount: \$ _____ minus Transaction Fee \$15 = Refund Due \$ _____
Cost Center: _____ 5522
Completed By: _____ Date: _____
Program Coordinator _____ Date: _____
Asst. Director/ Director _____ Date: _____
Finance _____ Date: _____