



REQUEST FOR SUMMER CAMP REFUND

REFUND POLICY: Registrants must request all refunds on a Summer Camp Refund form. If a registrant makes a refund request more than 10 business days prior to the start of the session, BREC issues the full session fee minus a \$15 transaction fee. If a registrant makes a refund request 10 business days or less from the start of the session, BREC will not issue a refund. BREC does not issue a refund for any session already in progress. The date printed on the refund request form determines if a refund is granted. All checks must clear before BREC processes any refunds. Upon completing this form, return to your campsite or email to summercamp@brec.org. Please allow 3-4 weeks for BREC to issue a refund.

Date _____
Camp Location _____
Camper's Name _____
Parent or Guardian _____

**All refunds will be issued via check according to head of household name.

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

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) _____

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

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Session - 1: June 5 – June 9 | ** Refund request is due by May 26 |
| <input type="checkbox"/> Session - 2: June 12 – June 16 | ** Refund request due by June 2 |
| <input type="checkbox"/> Session - 3: June 19 – June 23 | ** Refund request due by June 9 |
| <input type="checkbox"/> Session - 4: June 26 – July 30 | ** Refund request due by June 16 |
| <input type="checkbox"/> Session - 5: July 3 – July 7 | ** Refund request due by June 23 |
| <input type="checkbox"/> Session - 6: July 10 – July 14 | ** Refund request due by June 30 |
| <input type="checkbox"/> Session - 7: July 17 – July 21 | ** Refund request due by July 7 |
| <input type="checkbox"/> Session - 8: July 24 – July 28 | ** Refund request due by July 14 |
| <input type="checkbox"/> Session - 9: July 31 – Aug 4 | ** Refund request due by July 21 |

Signature _____ Date _____

For Administration use only: Date refund received _____
Cost Center: _____ Deposit Date: _____
Amount: \$ _____ minus Transaction Fee \$15 = Refund Due \$ _____

Completed By: _____ Date: _____
Program Coordinator _____ Date: _____
Asst. Director/ Director _____ Date: _____

Finance _____ Date: _____