

Day Camp Change of Enrollment Form



Date: _____

Camper's Name: _____

Parents/Guardians Names: _____

Contact Phone: _____ / _____

Current Camp: _____ Week: _____

Change to: _____ Week: _____

Reason for change: _____

* A \$10 fee is applied to all enrollment changes made within 7 days of the start of the session.

** Please refer to the Parent Guide for complete details regarding transfers and cancellations.

Internal Use Only

(POS: Please make appropriate changes in Frontline & Access, completing section below. Collect payment or inform parent of credit to be applied. Return this form to Day Camp Manager to process credits, or apply payments for week to week changes and transfers to more expensive camps).

Old Enrollment #: _____ Original Amount Paid: _____

New Enrollment #: _____ New Enrollment Fee (+\$10 late fee?): _____

(If applicable)

Balance Due: _____ or Credit Owed: _____

Comments: _____ Initials: _____

Frontline Acct. #: _____ Total Credit Remaining on Acct.: _____

Date Processed: _____ Change entered in Access: _____