



Request for CAMP Cancellation

7670 E. Wrightstown Rd. - Tucson, AZ 85715
520-628-4355

Parents –

If you need to cancel your child's camp reservation for any reason, and would like a gym credit applied to your account, you must complete this form and submit it to the front desk. Once received, your child's name will be immediately removed from the roster so we can work on filling his / her space. Per camp policy, camp deposits are not refundable.

Please choose one of the following:

- Credit Requests (\$15 Administrative Fee): If received by the front office before the registration deadline, gym credits will be in the full amount with no administrative fee.

If made after registration deadline, the camp space must be filled in order to receive a credit. There will be an administrative fee of \$15 per per child, per camp space that is deducted from the credit applied to your account. Credit to your gym account will not be available until your space is filled. Credit cannot be offered retroactively for missed camp. Gym credit may be used toward any activity at the gym and expires in two calendar years. Credit may be transferred to another family if direction is given in writing.

- Refund Requests **are honored if made before the registration deadline or if we cancel your camp due to low enrollment or outside factors.**
 - I want my refund check mailed to me via mail.
 - I want to pick up my refund check at the front desk.

Sincerely,

Randy and Alacia, Owners
Old Pueblo Gymnastics Academy

Today's Date: _____

- Staff member receiving form removes student from roster and makes note on reg form: Initials: _____ Date: _____
- Waitlist is called Initials: _____ Date: _____ Space is filled w/ payment: _____

Parent Name: _____ **Phone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Child's Name: _____ **Camp:** _____

Describe in detail your reason for requesting credit or refund: _____

Describe how the coach/staff responded to any issues you have with the camp: _____

List any constructive suggestions you have: _____

- Administrative fee was deducted, if applicable: Initials: _____ Date: _____
- Credit/Refund is approved / disapproved Initials: _____ -- Amount of Credit / Refund : _____
- Family is contacted regarding status Initials: _____ Date: _____