

### Credit, Transfer or Refund Policy for Summer Specialty Camps and Programs

The following policy applies to the Summer Specialty Camps and/or Programs: Theater Camps, Boredom Busters, J.E.A.P.'S., Smart Kids 101, Arts and Crafts, Parker-Anderson, Youth Tech, Mr. Bond's Science Guys, Little Scholars and Habitat Yoga, Timberland Park Day Camp, Dance Camps and Youth Sports Camps.

1. Should you need to cancel your child(s) registration in a specialty summer camp and/or program, you MUST notify the department contact in writing no later than **7 days** prior to the start of the program to be considered for a refund.
2. If you are unable to cancel your registration **7 days** prior to the start of the program; you MUST notify the department contact in writing for a transfer or credit only. No refunds will be given after the program start date.
3. If WCPR cancels the camp or program your child is registered or enrolled in, you will be given the option of receiving a credit to your WCPR account, transferring your payment to another registration of the same value (or less), or receiving a refund by check for the amount of the class/program/league or activity fee. Due to State Auditing/Fund Regulations, any Processing Fees cannot be credited or refunded.
  - CREDITS: After speaking with a WCPR staff member regarding the cancellation of your registration, they can credit your on-line WCPR account the amount of the activity fee. Credits are immediately effective once in your WCPR account and can be used towards any future WCPR activity registration/payment. Processing fees will apply.
  - TRANSFERS: A WCPR staff member will work with you to transfer your canceled registration towards a future program or activity within the department of the same value (or less). If you choose a summer camp with a higher fee, processing fees will apply.
  - REFUNDS: The amount of the summer camp fee will be issued back to you in the form of a check. Processing fees will not be refunded. Please allow 14 business days to receive refunds processed by check.

This policy does not apply to: General Summer Day Camp or Camp Will.