



## Summer Camp

### Payment Plan Policy

Payment will be broken down by how many months before summer camp starts. First Payment plus registration fee is due at registration with following equal payments due every month, with the final payment in June.

Your confirmation indicates responsibility for making timely payments of all fees and tuition. Payments not received by 10 days after the due date will be charged a \$25 finance charge. If timely payment cannot be made, a written appeal must be filed with and approved by the Executive Director within 30 days of the due date. A signed payment arrangement must be executed and filed with the Accounts Receivable office. Any account 30 days delinquent where the above requirements are not met will result in immediate financial probation of the student and they will not be allowed back in school until communication and payment arrangements can be established. Any financial probation not resolved within 10 days will be understood as forfeiture of the child's placement, tuition, and fees. Any balance that exceeds 90 days is subject to placement with an outside collection agency. You will be responsible for all fees related to the collection agency. Once placed with an outside agency, all negotiations must be conducted with said agency. Should legal action be required, all parties agree to have the matter conducted within the Municipality of Anchorage, Alaska.

### Waitlist Policy

Our waitlist operates on a first-come, first-serve basis. Customers must add payment information to join the waitlist. If a spot becomes available, we will call you to verify you still want the spot, and then you will be charged, and participant(s) will be added to the schedule.

### Cancellation/Exchange Policy

Camp sessions can be canceled/exchanged up to 30 days before the camp. Each change will be charged a \$20 administrative fee. Please contact the office if you would like to make a cancellation or an exchange.