



Camp Refund Request Form

Refund Policy

All refund requests must be submitted in writing and received by NASA Exchange Program Manager by the dates below (summer camp only**).

Refund Amount	Date request must be received
100%	April 15th by 5pm**
75%	April 16th – May 15th by 5:00pm**
50%	After May 16th: No later than 15 business days before** purchased session begins
25%	Within 15 business days of purchased session
0%	No refund after the first Monday of session or week

Camp Fees paid by credit card will be credited immediately, upon approval by NASA Exchange Program Manager, but may take 3-5 business days to show on account. Registration fees paid by check or cash will be refunded by check within 15 to 30 business days after approval by NASA Exchange Program Manager. Refunds will be made only to original payee or credit card holder. Online processing fees are non-refundable.

To Be Completed by Parent/Guardian

Participant's Name: _____

Camp (Check) Specialty Camp Summer Rec Camp Fall/Spring/Winter Camp
 Teacher In-Service Day Camp

Week Scheduled to attend camp: _____ Specialty Camp Session: _____

Reason for Refund Request (Check all that apply)

Medical Condition Family Emergency Personal Conflict Scheduling Conflict

Payment Type (Check) Credit Card (Last 4 digits): _____ Check _____ Receipt # _____

Parent's Name (Print): _____ Payee's Name (Print): _____

Parent's Signature: _____

Address: _____ City _____ State _____ Zip _____ Phone: _____

E-mail: _____

For Office Use Only

Date refund form received _____ Approved _____ ActiveNet Refund Receipt # _____

Amount: \$ _____ minus Refund Fee % = Refund Due \$ _____