

Central New Jersey Council, Inc.
Council Procedures
Subject: **Refund Policy - Camping**

The Central New Jersey Council must commit financial resources to employ staff, purchase supplies, and prepare for summer camp operations. Participants are, therefore, expected to make a financial commitment to attend.

When a refund request is received, it is approved by the Program Director and then submitted to the Accounting Specialist for payment. Refund checks are processed at the end of the month so please allow 30-45 days for the process to be completed. Refund requests received after June 15th will be processed in September.

Year-round Camp Refunds - All fees are non-refundable, but are transferable to *another available date within the same calendar year* as follows:

- 50% of fee is transferable if written request is received at Council office 15 days prior to expected arrival date.*
- 100% of fee is transferable if written request received at Council office 30 days prior to expected arrival date. *
 - *Payment for any difference must be received at Council office before confirmation of new reservation can be made.
- 100% of fee is transferable if cancelled due to weather or other reason by CNJC authorized personnel.

Individual Camper's Refunds – Individual camper requests for a refund will be reviewed following the policy for the camp they are registered in.

- Day Camp: The first \$30.00 of any registration fee paid is non-refundable. Full payments are transferable to other Scouts (with a note from the parents/guardians transferring the fee) until June 15th. The balance of the fee is refundable for the following reasons: illness requiring medical attention, summer school, or family emergency. Refund requests **MUST** be in writing, include proof (i.e., a letter from a school official or doctor), and be received at the Council Office no later than August 31st.
 - Tot-lot fee of \$35 per family of day camp volunteer for 5-day camp program is non-refundable and not pro-rated.
 - Tee-shirt fees are non-refundable.
 - A pro-rated refund request will be granted for a camper who leaves camp for medical reasons. Home-sickness is NOT considered a refundable medical reason. The camper's illness must be certified by the camp health officer. In such cases, the camper will receive a pro-rated refund for the unused portion of the camp fee if the medical excuse is not due to horseplay or negligence on the part of the camper.

- Cub/Parent Weekend: There are no refunds available for this weekend program; however, your fee may be transferred to another cub/parent twosome in your pack (with a note from the parents/guardians transferring the fee) until June 15th.
- NYLT: The first \$50.00 of any fee paid is non-refundable. Full payments are transferable to other Scouts (with a note from the parents/guardians transferring the fee) until 2 weeks before the course. The balance of the fee is refundable for the following reasons: illness requiring medical attention, summer school, or family emergency. Refund requests **MUST** be in writing, include proof (i.e., a letter from a school official or doctor), and be received at the Council Office no later than 2 weeks prior to the course.