



## CICS Youth Services March Break Camp Payment and Cancellation Policy 2023

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### Payment of Camp Fee

- We will confirm your registration once the completed form and full payment have been received. Confirmation of your place in a program is dependent on space availability at the time that your registration has been completed
- Payment can be made via online payment (Paypal link) or by visiting the CICS Head Office (2330 Midland Avenue, Toronto, ON, M1S 5G5)
- CICS March Break Camp must be **paid in full** at the time of registration.
- CICS March Break Camp 2023 Fee Schedule
  - **Rate: \$120 per week**
  - **Extended Hour: \$30 per week**

### Cancellations & Refunds

- We recognize that sometimes plans change, and you must withdraw your child from Camp. Cancellations and reductions in registrations must be made **in writing** and are subject to the following:
  - No refunds or credits will be considered after the Camp starts. The effective date of the withdrawal is the date the withdrawal notice is received by the CICS, regardless of the date the participant stopped attending the Camp
  - An administrative fee (\$20) will be deducted per person per program for all refunds, withdrawals and credits.
  - Refund requests can be done in-person at CICS Head Office, over the phone **(647-209-1883)** or a completed form submitted through email: **infoiyc@cicscanada.com**
  - If you withdraw from the Camp more than ten (10) business days from the start date, a 100% refund of the camp fee (**excluding the administrative fee**) will be reimbursed. If you withdraw from the Camp ten (10) business days or less from the start date, a 50% refund of the camp fee (**excluding the administrative fee**) will be reimbursed.
  - As a result of new standards for credit card security, some refunds may not be processed automatically. In these situations, the primary account holder will receive instructions to complete the refund process.
- CICS reserves the right to cancel any class or program due to unforeseen circumstances. Where possible, arrangements will be made for class make-up.



## CICS Youth Services, Camp Withdraw, Refund Request

### Account Information

First Name		Last Name	
Street Number	Street Name		
Suite/Unit Number	City	Province Ontario	Postal Code
Telephone Number	Mobile Number	Email	

### Participant Information (1)

First Name	Last Name
Program Name	Request Date (yyyy-mm-dd)

### Participant Information (2)

First Name	Last Name
Program Name	Request Date (yyyy-mm-dd)

### Participant Information (3)

First Name	Last Name
Program Name	Request Date (yyyy-mm-dd)

### Reason for Withdrawal, Refund and/or Credit (check one)

- Medical (Doctor's note required)       Moved       Schedule conflict  
 Others: \_\_\_\_\_

### Refund or credit (check one)

- Please issue me a refund. One administrative fee per person, per program. Refund will be made to the original credit card used for payment.
- Please issue me a refund. One administrative fee per person, per program. Refund will be credited to my registration account for future CICS program registration.