

# CANCELLATION REQUEST FORM



J Robinson Camps  
2520 East Hennepin Ave, Suite 220  
Minneapolis, MN 55413  
Phone: 612.349.6585  
Fax: 612.349.6584

Camper Name:

\_\_\_\_\_  
LAST

\_\_\_\_\_  
FIRST

Camp Enrolled In:

Parent/Guardian Name:

Phone Number:

Address:

\_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

Reason for Cancellation (PLEASE EXPLAIN THOROUGHLY AND ATTACH DOCUMENTATION IF NECESSARY):

**Send Cancellation Request Form To:**

J Robinson Camps  
2520 East Hennepin Ave, Suite 220  
Minneapolis, MN 55413  
Phone: 612.349.6585 Fax: 612.349.6584

Office Use ONLY:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

# Cancellation Policy



## **With the submission of any camp application, you agree to the following:**

1. Upon receipt, all deposits are non-refundable.
2. In order to officially cancel your application, you must submit a Cancellation Request Form (CRF). The CRF must be sent via fax, US Mail, or email and filled out completely and correctly. The post-marked date on the CRF is the date J Robinson Camps will consider as the date of receipt. (We are not responsible for lost or misdirected mail, emails, or malfunctioning fax machines).
3. All CRFs must be received no later than August 31 of the current year. They are guaranteed to be reviewed in September and a response will be sent via US Mail by October 1 of the current year. (Letter will be sent to address you have provided on pg. 1. Please write clearly.)
4. All money paid for enhancement products is non-refundable. If you have not checked into camp, money paid for enhancement services is refundable. Once you have checked into camp, all money paid for all enhancement products or services is non-refundable.
5. If the CRF is received 60 or more days before the first day of the camp you are signed up for, you will receive a full refund minus the non-refundable deposit. If deposit insurance (\*\*see below for a definition of Deposit Insurance) is purchased at the time the application is originally submitted, you will receive a full refund minus the deposit insurance paid.
6. If the CRF is received 59 days or less before the first day of the camp you are signed up for and accompanied by documentation (doctor's note, summer school schedule, etc.), you will receive a full credit minus the non-refundable deposit. If deposit insurance is purchased at the time the application is originally submitted, you will receive a full credit minus the deposit insurance paid.
7. There is no cash refund once you check into camp. Camp credit only, which will be determined on a case-by-case basis. If you check into camp and have to leave for medical reasons, you may submit a CRF to be considered to receive a pro-rated credit minus the non-refundable deposit. If deposit insurance is purchased at the time the application is originally submitted, you will receive a pro-rated credit for camp fees paid.
8. There is a \$30 non-refundable charge on all returned checks.

## **Deposit Insurance –**

Deposit Insurance is only available for purchase at the time you register. By purchasing this insurance, you will guarantee your deposit back to you in the form of camp credit or cash, depending on when your CRF is received. Deposit Insurance is non-refundable and must be paid at the time of registration.