Camp Cancellation
Credit or Refund Request

7670 E. Wrightstown Rd. - Tucson, AZ 85715
520-628-4355

This form is to be used to cancel your child's camp reservation. We do not accept verbal cancellations. Partial week cancellation is not honored for full week camps. Once received, your child's name will be immediately removed from the roster so we can fill his / her space with someone from the wait list.

Please choose REFUND or GYM CREDIT:

☐ GYM CREDIT Request ($15 Administrative Fee): An administrative fee of $15 per student, per camp reservation will be deducted from the credit that is applied to your account. It takes approximately one week to process your request and credit your gym account; credit will not be immediately available. Credit is not offered retroactively for past missed camp days – credit will be offered only for future camps. Gym credits are viewable in customer ledgers online and may be used toward any activity at the gym and do not expire.

☐ REFUND REQUEST permitted only before the registration deadline ($25 Administrative Fee): Refunds will be in the amount requested minus an administrative fee of $25 per student, per camp reservation. It takes approximately one week to process your request.

    ☐ I paid on the portal, or in person, with a credit card and understand my refund will appear on my credit card account within 2-7 business days.
    ☐ I paid with cash or check and want my refund check mailed to me via certified mail. I must be home to sign for the check.
    ☐ I paid with cash or check and will pick up my refund check at the front office.

Sincerely,

Randy and Alacia, Owners
Old Pueblo Gymnastics Academy

Child's Name: _____ Coach: _____Class: _____

Parent Name: _____ Phone Number: _____

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

Describe in detail your reason for requesting credit or refund: _____
_____

Describe how the coach/staff responded to any issues you have with the class: _____
_____

List any constructive suggestions you have: _____
_____

Date Received by Front Desk: _____ Camp Reg Deadline: _____ has passed _____ has not passed

- **Staff member receiving form removes student camp roster (online and hardcopy)** Initials: _____ Date: _____
- **Front Desk Calls WL:** Initials: _____ Date: _____
- **Administrative fee was deducted, if applicable:** Initials: _____ Date: _____
- **Credit/Refund is approved / disapproved** Initials: _____ -- Amount of Credit / Refund : _____
- **Family is contacted regarding status** Initials: _____ Date: _____