



Payment and Cancellation Policies

Cancellations & Refunds:

- Registration fees are non-refundable and non-transferable and are applied to total fees. Fees (less registration fee) are refundable if cancellation occurs 30 days prior to the arrival date. All fees are non-refundable if cancellation occurs within 30 days of the arrival date.
- No refund, reduction of fees or credit will be granted for the late arrival, early departure, withdrawal, or no-show of a camper.
- If a camper is unable to attend camp due to medical reasons, a full refund (less the registration fee) will be granted, provided we receive a letter from the camper's physician prior to the first day of camp.

Registration Fee:

- **The non-refundable, non-transferable registration fee is required at time of registration to secure a space.** Spaces are not secure until this registration fee is received.

Balance Due:

- The balance is due 30 days prior to your Camper's arrival to camp.

Credit Card Payments:

- The registration fee is required at time of registration for each camper/session to secure their space as outlined above.

Credit Card Payment Options:

1. Pay the registration fee via credit card and then set up equal installment payments to be processed on this credit card, April 1st, May 1st and June 1st.
2. Pay just the registration fee at time of registration and then log back into your account at your own convenience to make further payments (*balances on accounts are due one month prior to Camper's arrival date*).
3. Pay the full registration amount.

Non-Credit Card Payments:

- **E-transfers** can be sent to info@columbiaoutdoorschool.com, you will not be prompted to create a security question, please note the name of the Camper(s) the payment is for in the message section. **If you've chosen to pay the registration fee via e-transfer, the e-transfer must be provided within 10 days of registering your child or their space will be forfeited.**
- **Cheques** can be mailed or delivered in person to our administration office. Please note the name of the Camper(s) the payment is for on the cheque. **If you have chosen to pay the registration fee via cheque, the registration fee must be paid within 10 days of registering your child or their space will be forfeited.** There is a \$50 admin fee for all NSF/Returned cheques.
- If you choose to pay just the registration fee at time of registration by either e-transfer or cheque, you can make further payments via either of these methods of payment at your own convenience. **The final balance on accounts is due 30 days prior to your Camper's arrival date to camp.**
- If you've paid just the registration fee by either e-transfer or cheque at time of registration, and then wish to make further payments via a credit card, please call the office with your credit card information - (250)-426-3676.
- Our administration office location: PO Box 759, 2279 Cranbrook Street North, Cranbrook, BC V1C 4J5.

Autism Funding:

- Choose the payment option **"Invoice"**. Please do not make any payments.
- Once you've registered your camper please put in your "Request to Pay" to Autism Funding (please choose **"Specialized Camps"** as your type of service).
- Autism Funding will provide you with an approval letter (this can take some time to arrive). Once you receive this letter, please forward a copy to our office, as it provides your camper's authorization number and approved daily rate for their **6-day camp session**.

Discounts:

- To receive your Friends with Friend's discount please call the administration office to provide the names of the new (1st time) campers you have referred. This discount is only available for past Blue Lake campers. You will receive a 10% discount for each new camper you refer.