

## Order Changing Policies

**Order Changing Policy:** All order changes must go through the camp director. You may pick up a request form at the front desk or email [dawn@oaklandyard.com](mailto:dawn@oaklandyard.com) Please include camper name, order number, new request of changes and how we may contact you. Changes will be made based on availability of camps.

- **There is a \$10 administrative fee for each camp change request.** All refund policies still apply.

**Processing:** Please allow up to three weeks for a refund to be processed.

ORDER NUMBER OR - \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

CAMPER (S) NAME \_\_\_\_\_

PARENT (S) NAME \_\_\_\_\_

PHONE/EMAIL \_\_\_\_\_

REQUEST: WEEK OF \_\_\_\_\_ CHANGE TO WEEK/CAMP \_\_\_\_\_ REQUEST REFUND

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OFFICE USE ONLY: ADMIN USER INITIALS  ISSUED TO ACCOUNTING DATE

ORDER NUMBER OR- \_\_\_\_\_ ORDER PRINTED  PAYMENT HISTORY PRINTED

ORDER AMOUNT	\$ _____	PAYMENTS APPLIED	\$ _____
MULTI CAMP DISCOUNT	-\$ _____	PAYMENTS APPLIED	\$ _____
BC/LC DISCOUNT	-\$ _____	PAYMENTS APPLIED	\$ _____
EARLY REGISTRATION DISCOUNT	-\$ _____		
TOTAL ORDER	\$ _____	TOTAL \$	_____

CONFIRM PAYMENT & TYPE (PAYPAL/ CHECK/ CC/ TRADE/CASH/GIFT CERT) \_\_\_\_\_

ADMIN USER: PLEASE CHANGE ORDER IN ADMIN TO NEW REQUEST;

ORDER REQUEST AUTHORIZED  \$10.00 FEE CHARGED  PER REQUEST

UPDATED ORDER AMOUNT	\$ _____
UPDATED MULTI CAMP DISCOUNT	-\$ _____
UPDATED BC/LC DISCOUNT	-\$ _____
UPDATED EARLY REGISTRATION DISCOUNT	-\$ _____
UPDATED TOTAL ORDER	\$ _____

REFUND TOTAL \$ \_\_\_\_\_ CHECK

# \_\_\_\_\_

NOTES: