



Terms & Conditions for Overnight Camps

Fees

Overnight fees include daily instruction, awards, housing and meals. Commuter Only fees include daily instruction and awards (unless otherwise noted).

Adult Supervision

An adult at least 21 years of age is required to attend camp in its entirety with each team, unless a more stringent policy is noted for the location selected. For overnight camps, the adult is required to stay overnight.

Payment Policies

Unless otherwise noted, the deposit and full payment due dates are as follows:

	<u>Deposit Amount</u>	<u>Deposit Due</u>	<u>Full Payment Due</u>
Resort Camps	\$100 per person	60 days prior to camp start	45 days prior to camp start
All Overnight Camps	\$100 per person	60 days prior to camp start	30 days prior to camp start

Camp registrations are not confirmed until the deposit or signed school purchase order is received. **If your deposit or full payments are not received by their respective due dates, Herff Jones/Varsity Brands reserves the right to cancel your registration.** Reinstated registrations are accepted on a space-available basis. Deposits are non-refundable and non-transferable.

If you are unable to pay in full by the due date, we must receive a school purchase order or promise to pay statement on official school/organization letterhead. Either form must be signed by the school principal/organization administrator and clearly indicate the payment terms. Payments are not accepted at camp. Balances not paid within 90 days after camp will be turned over to a collection agency.

Form of Payment

You may pay via phone using credit card (American Express, Visa, MasterCard, and Discover) or mail your check or money order to the Herff Jones office. **Temporary checks are not accepted.** If mailing your payment, **please include a copy of your invoice to insure proper credit to your account.**

Cancellation Fees

Unless otherwise noted for a specific location, fees retained for cancellations received prior to the camp start date are indicated below.

	<u>Between 60-31 Days</u>	<u>Between 30-15 Days</u>	<u>Between 14-0 Days</u>
Overnight Camps	\$100 per person	\$200 per person	Full Tuition

Refund Requests

All refund requests must be submitted in writing to the attention of the Registration Department. Refunds are processed after the camp session is complete and paperwork has been reconciled by the Herff Jones office. No refunds will be made for requests received after October 1 of the year in which you attend camp. Please allow at least 30 working days after the camp is over to receive your refund.

Course and Housing Roster

The course selection and housing roster must be submitted before a final invoice will be issued. **All camp forms will be available on our website March, 1st.**

Camp Rules

On the first day of camp, each person attending will be asked to review and sign a document indicating they understand and will abide by all camp rules.

Release and Waiver Forms

In order to participate at camp, every camp attendee must complete a Release and Waiver Form. The Adult Release and Waiver form is required for all advisers and chaperones. **For those under 18 years of age, the Participant Release and Waiver form must be signed by a parent or guardian.** All forms must be turned in at Registration the first day of camp.

Special Compliance Requirements

Certain locations may require a specific adult to minor ratio and/or compliance-related clearances pertaining to the protection of minors.

Contact Us

Herff Jones Signature Camps
4501 West 62nd Street
Indianapolis, IN 46268
Phone: 800-837-4235 #4 #4
Fax: 800-969-8295
signaturecamps@herffjones.com