



## Registration, Refund & Behavior Policies

### **How to Register:**

You may register for JA BizCamp at any time, year round. To register, simply download a registration form from the Junior Achievement website [www.jaindy.org](http://www.jaindy.org). Complete the requested information, include payment and use one of the following ways to submit your information:

1. In person – 7435 N. Keystone Avenue Indianapolis
2. Mail – 7435 N. Keystone Avenue, Indianapolis, Indiana 46240
3. Fax – (317) 252-5700

### **Cancellation Policy:**

If you wish to cancel your registration for camp, you must notify us immediately in writing. Until written confirmation is received, we will continue to hold your reservation. All cancellations will be acknowledged. A refund of 100 percent of the registration fee (less a \$30 processing fee) will be made if the Junior Achievement office is notified before the refund deadline. The refund deadline for each week of camp is 30 days prior to the first day of the camp week your child is attending. **No refunds will be made after the refund deadline.**

If your child is unable to attend camp due to accident, injury, or illness prior to the first day of camp, you will be given the option to reschedule your child for another camp week or Junior Achievement will issue a refund, provided your request is accompanied by a doctor's note.

If, after the first day of camp, your child becomes injured or ill, you will have an option to reschedule your child for another camp week or receive a refund. Requests must be in writing and accompanied by a doctor's note. Refund will be less \$40 a day for each day your child did attend camp and less a \$15 processing fee.

### **Behavior Policy:**

It is our policy to provide a safe and nurturing environment for *all* campers. **If a camper puts his/her own or another's safety in jeopardy or *threatens* that safety, as determined by the Junior Achievement staff, he or she will be dismissed immediately from the program, and from all remaining programs for which he or she has been registered, without refund.**

If your child respects the law, Junior Achievement property, and the rights and property of other campers and staff, everyone will have a great camp experience.

Should behavior problems arise, the following steps will be taken:

1. Camper will be temporary removed from camp activity. Camper will be notified of future consequences if poor behavior continues.
2. Parent/guardian of camper will be notified.
3. Camper will be removed from camp for the remainder of the week, without refund.

Fighting, swearing, harassment of other campers, destruction of property or any other behavior which detracts from a positive experience will not be tolerated. Please advise your child not to engage in any type of inappropriate behavior.

For questions or concerns regarding our policies please contact the Junior Achievement office at (317) 252-5900 ext. 102 or email: [susan@jaindy.org](mailto:susan@jaindy.org)