

# Policies for General Registration and Payment

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## **Enrollment:**

Each weeklong session and the Gryphon Theater (3-week session) all have minimum and maximum enrollments which vary by session.

The day camp is guaranteed to run for the full seven weeks. Once the maximum enrollment in a session or the Gryphon Theater is met, a notice will be posted on the web site that the session or camp is closed. A waiting list will then be maintained.

## **Payment:**

Two options are available for registration and payment:

### Option 1:

Parents may download the appropriate registration form(s) and submit payment by check payable to Westminster School.

Mail to:

Westminster School

Camps

Attention: Bookkeeper

3819 Gallows Road

Annandale, Virginia 22003

### Option 2:

Parents may fill out the appropriate registration form(s) and submit the form(s) on line and make payment through PayPal.

Required Forms:

All required forms must be submitted to Camp Director by June 1, 2013. Completed forms can be mailed to:

Westminster School Camps

Attention: Miss LaRose

3819 Gallows Road

Annandale, Virginia 22003

1. A \$15.00 non-refundable registration fee and a non-refundable enrollment deposit of \$200.00 are due with the registration. The enrollment deposit will be deducted from the total balance due.

2. All summer camp programs must be paid in full by June 1, 2013. Due to scheduling and staffing needs, there will be no refunds issued after June 1, 2012. Prior to June 1, 2012 refunds will be issued minus the \$15.00 registration fee and \$200.00 enrollment deposit.
3. If payment in full is not received by June 1, 2012, the child will be automatically withdrawn from the program and attendance will not be permitted.
4. Camp fees including Early and Extended Care options will not be prorated based on attendance, illness, or other factors.
5. Refunds will not be issued after June 1, 2013.
6. Refunds are only granted if the class is cancelled for under-enrollment or because Westminster School cannot provide the class for unforeseen circumstances.

**Cancellations:**

Westminster School reserves the right to cancel the Gryphon Theatre if the minimum enrollment requirement is not fulfilled. The decision to cancel will be made two weeks prior to the start of the Gryphon Theatre. Westminster School will contact parents and a full refund will be provided. Every effort will be made to see that the Gryphon Theatre is held as planned.

If you must make any changes to your registration, please contact Camp Director, Miss LaRose at 703-340-7268 or by e-mail at [griffincamp@westminsterschool.com](mailto:griffincamp@westminsterschool.com).