

THE FINE PRINT

PAYROLL DEDUCTION

I have read the camp cancellation policy and by signing below, I agree:

-I am a University of Richmond employee.

-If I do not cancel prior to April 29, 2022, a fee of \$50 per child, per week, will be deducted from my next paycheck.

-If I do not provide a cancellation notice prior to the start of the program and my child does not attend the program, a no-show fee of \$100 per child will be deducted from my next paycheck.

This payroll deduction does NOT apply to Before and After Care.

CANCELLATION POLICY

I agree to the Camp Cancellation Policy which states:

- If a cancellation is on or before April 29, 2022, there is no cancellation fee.
- If a cancellation occurs after April 29, 2022, an administrative fee of \$50.00 per child, per week, will be deducted from the employee's paycheck.
- If a participant does not provide a cancellation notice prior to the start of each session and the participant does not attend the program, a no-show fee of \$100.00 per child will be deducted from the employee's paycheck. Exceptions will be made for a child's illness if a legitimate doctor's note is provided for the week.

This cancellation policy does NOT apply to Before and After Care.