

# Deposit & Payment Information

1. **A deposit of \$100 per person and a Rooming List is due 60 days prior to the first day of camp.** All Rooming List must be submitted in writing, and cannot be taken over the phone.
2. The deposit will be held as a cancellation/process fee, for squads who cancel a resort camp reservation.
3. The deposit is non-refundable or transferable.
4. Squads wishing to change to a resident camp, another resort camp session, or private camp within five weeks of camp will be responsible for any hotel fees (due to guarantees) as well as the full camp cost of the new session.
5. **The Balance of Payment and signed Resort Camp Policy are due in the national office (Memphis, TN) 45 days prior to the first day of camp.**
6. All cancellations or changes must be submitted in writing by fax or email to Cyndi Chapman at the Memphis office. The fax number is 800-969-8295. The email address is [cchapman@varsityspirit.com](mailto:cchapman@varsityspirit.com).
7. Cancellation fees are applied per person not per squad.
8. For cancellations made five weeks prior to the first day of camp the cancellation fee will be \$100 per person.
9. For cancellations made between three and five weeks prior to the first day of camp the cancellation fee will be \$100 per person plus the cost of resort guarantees. This amount will vary from camp to camp.
10. For cancellations made within three weeks of camp the cancellation fee will be the total camp cost.
11. If deposit or balance of payment is guaranteed by school purchase order and cancellation occurs, you are still responsible for all applicable cancellation fees based on cancellation date.
12. **Each squad will be allowed two changes to their original Rooming List at no charge if made at least four weeks prior to the first scheduled day of camp. Then a charge of \$10 per change will be issued.**
13. For changes made within four weeks of camp there will be a charge of \$10 per change.
14. For changes made within four weeks of camp that result in a room cancellation (using less rooms) fees will be assessed based on hotel fees.
15. All additions, substitutions, cancellations, and changes should be submitted in writing prior to the first day of camp. If changes are made at camp, Cancellation fees and Change fees will still be issued at camp.
16. Request for refunds must be submitted in writing by October 1<sup>st</sup>, by either fax to 800-969-8295 or email to [cchapman@varsityspirit.com](mailto:cchapman@varsityspirit.com).
17. UCA/UDA does not assign roommates: the rooming list must be completed within your school.