



PAYMENT SCHEDULE AND CANCELLATION POLICY

Summer Program - June, July and August

Fees and Payment Schedule: Total Cost Per Person Per Week - \$325

\$95 group registration fee due with registration

- November 1 - 1st deposit \$50 per person due
- March 1 **Group Count Commitment*** form due
- March 1 - 2nd deposit \$175 per person due
- 2 weeks pre-trip - Final payment \$100 per person due

Year Round Program – September thru May

Fees and Payment Schedule for non-summer weeks: \$65 per person per day

\$95 group registration fee due with registration

- Within 30 days of registration - \$50 per person due
- 90 days from your trip date – **Group Count Commitment*** form due.
- 90 days from your trip date - 60% of remaining balance due
- 30 days from your trip date - Final balance due

***Group Count Commitment Form**

Groups lock in their group count and acknowledge responsibility for 1st and 2nd deposits based on the ASP Cancellation Policy. Groups may still add to count as space availability permits after form is received.**

Note: Summer center assignment information will not be provided to groups until and unless Group Count Commitment form is received.

****ASP Cancellation Policy:**

The number of participants in your group may be increased, as availability permits, or reduced, but not without a confirmation from the Volunteer Department. If your group decreases in size, the balance of fees paid for dropped members is **nonrefundable and non-transferable to the remaining trip balance unless for reasons of illness, accident, or unforeseen emergency**. The balance of fees paid for cancelled spaces will also not be refunded and will not be applied to a future trip. This is because expenses incurred by ASP do not change should you need to cancel your planned trip. For questions about this policy, please call the Volunteer Department at 1 (800) 289-4254 or (423) 854-4434.