



PAYMENT FORM

To be submitted with each mailed payment

Program: Year Round (Sept-May) ___ Summer (June-Aug) ___

Group Name: _____ Group # _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Contact Person email and phone: _____

Please Apply the Enclosed Payment as Follows:

Fee	Amount	No. of Vols
Group Registration	\$	
1 st Deposit	\$	
2 nd Deposit	\$	
Final Payment	\$	
Total Enclosed	\$	

Additional Comments: _____

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 have 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.

Send to:
Volunteer Department
Appalachia Service Project
4523 Bristol Highway
Johnson City, TN 37601