



PAYMENT SCHEDULE AND CANCELLATION POLICY

Summer Program - June, July and August

Fees and Payment Schedule: Total Cost Per Person Per Week - \$350

\$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 \$125 per person due

Year-Round Program – September through May

Fees and Payment Schedule for non-summer weeks: \$70 Per Person Per Work Day

\$95 Group Registration Fee due with registration

- Within 30 days of registration - 1st deposit \$50 per person due
- 90 days from your trip date – **Group Count Commitment*** form due.
- 90 days from your trip date - 2nd deposit 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 decreased with confirmation from the Volunteer Department. **Groups that reduce their count and are behind in making payments based on the payment schedule will still owe the deposits for those dropped spots. Mission fees already paid for cancelled spots will be forfeited.** A refund or transfer of funds to the remaining trip balance will be considered for circumstances of illness, accident, or unforeseen emergency. Fees paid for cancelled spaces may not be applied to a future trip. For questions about this policy, please call the Volunteer Department at 1 (800) 289-4254 or (423) 854-4434.