

**Summer and Winter Camp Refund Policy:**

For all Island Skills camp and CIT weeks, cancellations made at least one week prior to the camp start date will receive a refund of all payments made less a \$15 administration fee per week per session. For specialty teen camp weeks, cancellations made at least one week prior to the camp start date will receive a refund of all payments made less a \$20 administration fee per week per session. Cancellations made less than one week before the camp start date are non-refundable.

For travel camps, cancellations made at least 3 weeks prior to the camp start date will receive a refund of all payments made less a 20% fee per week. Cancellations made less than 3 weeks prior to the start date of travel are non-refundable. All cancellation requests must be submitted in writing via e-mail to [sanibelseaschool@sccf.org](mailto:sanibelseaschool@sccf.org).

**Day Program Cancellation/Refund Policy:** Day session registrations will only be processed with full payment unless Sanibel Sea School approves a payment plan. Cancellation requests made with a minimum of a 48-hour notice of a session start date will be refunded in full less a \$5 administrative fee per session. No refunds will be granted for cancellations with less than a 48-hour notice of the session start date. All cancellation requests must be submitted in writing via e-mail to [sanibelseaschool@sccf.org](mailto:sanibelseaschool@sccf.org).

Subject to space availability, a registration transfer from one session to another may be made at no additional charge provided the session is held at the same campus. Alternatively, a credit refund may be allocated to the family's account to be used for programs at a later date.

**Account Registration and Update Policy:** We prioritize the safety and well-being of our clients. To maintain the accuracy and completeness of our records, we have established the following policy regarding updates to accounts registered under someone other than the parent or legal guardian:

If an account is initially registered under anyone other than the parent or legal guardian, a fee will be applied for subsequent updates to the account. An additional 4.5% fee will be applied on top of the cancellation fee (see above for details).

Exceptions to this policy may be considered on a case-by-case basis, subject to review and approval by Sanibel Sea School's Director.

This policy is designed to ensure the accuracy and security of account information, as well as to streamline our processes. During the registration process, we collect important medical and safety information, require waiver signatures, and gather contact information to ensure the safety and well-being of our clients. In order to switch clients to another account, we incur additional fees from our registration system. We appreciate your understanding and cooperation.

