

HEADFIRST CAMPS

Instructions & Forms to Redeem Your Headfirst Credit (One Form Per Child)

All credits expire one year from issue date, so please do not try to redeem a credit that has expired. Thank you.

- Credits cannot be redeemed through the Headfirst online registration system; instead they must be redeemed by completing and either mailing or faxing the appropriate paperwork to the Headfirst Camps Office.
- This redemption form must be sent in at least 6 weeks prior to the start date of the requested program.
- Headfirst cannot guarantee that your program request will be fulfilled as some programs may have already sold out. However, we will inform you immediately if this request cannot be fulfilled.
- Please note that your issued credit may only be redeemed for a similar program. For example, if you are requesting to redeem a credit for a summer camp program you can use that credit for an upcoming spring, winter, or summer camp program, clinic, or after school program.
- If the credit is for either a “Gamers” team program or overnight camp, that credit may be used for a respective future Gamers program or overnight camp.
- Sorry, this credit cannot be redeemed for private or team instruction.

TO REDEEM: Please complete the following 2 pages

Please send in Certificate or Credit Statement including Redemption Form, to the Headfirst Camps office in either one of two ways:

1. **Fax to:** (202) 249-1047
2. **Mail to:** 2440 Wisconsin Ave. NW; Suite 201; Washington, DC; 20007

If program fee exceeds the total credit, please send payment now for the outstanding balance via the following method:

1. Pay by Credit Card (Visa or MC only)
2. Pay by Check (Payable to: Headfirst)—only if you intend to mail this form (no fax)

PAYMENT OPTIONS Option 1: Check or Cash									
<input type="checkbox"/> Check		<input type="checkbox"/> Cash		Amount			Check Number		
				<input type="text"/>			<input type="text"/>		
Option 2: Credit Card - Billing Information (VISA or MASTERCARD ONLY)									
First Name					Last Name				
<input type="text"/>					<input type="text"/>				
Address									
<input type="text"/>									
City					State		Zip Code		
<input type="text"/>					<input type="text"/>		<input type="text"/>		
Card #				Expiration Date		Amount			
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>			
Signature _____									

