



# **Headfirst Local Programs & Camps**

## ***Tuition Credit Form Application***

### **Applying For a Program Credit Rules and Regulations**

**You cannot apply for a credit for the following programs, as Headfirst has a no refund and no credit policy:**

- **National Honor Roll Camps**
- **Individual or Team Instruction**
- **Headfirst “Gamers” Teams**
- **Cooking Summer Camp**

#### **General Rules**

- Credit requests must be submitted at least 2 weeks prior to the start date of the program; all requests made after this date will not be eligible to receive a credit.
- All credits are good for one calendar year and can only be applied to a similar program.
- Credits are non-transferable.
- Credits cannot be redeemed for cash.
- Credits cannot be refunded.

#### **Deadlines For Summer Camps**

- By April 1: Receive full tuition credit less a 10% processing fee.
- By June 1: Receive full tuition credit less a 15% processing fee.
- Request Credit up to two weeks of start date of program, after June 1: Receive full tuition credit less a 50% processing fee.

#### **Deadlines For All Other Camps, Clinics, and Programs**

- Request must be made at least two weeks prior to the start date of that program to receive a full tuition credit less a 10% processing fee.



# Headfirst Camps

## Tuition Credit Form Application

**--PLEASE ONLY USE ONE FORM PER CAMPER--**  
**Credits are non-transferable and cannot be redeemed for cash**

**1. Please complete this form if you want to apply for a credit due to a cancellation of your Headfirst Program registration.**

*EXAMPLE: You want to apply for a Headfirst credit due to a conflict in your camper(s) schedule. For example: If your*

**You cannot apply for a credit for the following programs, as Headfirst has a no refund and no credit policy:**

- National Honor Roll Camps
- Individual or Team Instruction
- Headfirst "Gamers" Teams
- Cooking Summer Camp

*camper cannot attend a week of camp that he or she is already enrolled and you would like to apply for a tuition credit, to be used within a one-year time-period. Please note that all credits will be subject to a 10% transaction fee.*

**Please check the program you are requesting a credit:**

- |  |  |
|--|--|
| <input type="checkbox"/> Summer Camp       | <input type="checkbox"/> Winter Clinic       |
| <input type="checkbox"/> Spring Break Camp | <input type="checkbox"/> Private Instruction |
| <input type="checkbox"/> Winter Break Camp | <input type="checkbox"/> Other: _____        |

**PLEASE NOTE THAT THERE IS FEE TO APPLY FOR A CREDIT. THIS FEE WILL BE DEDUCTED FROM YOUR TOTAL TUITION ASSOCIATED WITH THE HEADFIRST PROGRAM YOU CANNOT ATTEND. FOR EXAMPLE, IF YOU ARE APPLYING FOR A \$355 CREDIT FOR A SUMMER CAMP FULL DAY PROGRAM, YOUR CREDIT WOULD BE IN THE AMOUNT OF \$355 MINUS \$35.50 (10% FEE) FOR A TOTAL OF \$319.50. PLEASE SEE PAGE 1 OF THIS DOCUMENT FOR ALL FEES AND RULES ON CREDITS.**

Last Name Of Parent	
First Name Of Parent	
Parent Email Address	
<i><b>This is where we will Email your Credit Certificate</b></i>	
Parent Telephone Number	
First Name of Camper/Player	
Last Name of Camper/Player	
Program Name	
Date of Program	
Location Of Program	

**Please mail this form into the Headfirst Office (From the date we receive your credit request, it may take up to 3 weeks for Headfirst to process your credit and Email you your credit certificate).**

**Headfirst Camps  
 2440 Wisconsin Ave. NW; Suite 201  
 Washington, DC 20007**