



# Financial Policies and Procedures

## DEPOSITS

Deposits are \$50 per person, and they are **NON-REFUNDABLE**. Deposits from canceled registrations cannot be applied to your group's balance or program fee. They also cannot be applied to late fees or to your camp account for the next year.

The number of spaces at camp are reserved ONLY as deposits are received (i.e. if the number of deposits paid is 1 (\$50) and the number of students coming is 20 only ONE space is held). To be fair, we cannot under any circumstances hold space for those who have not paid a deposit.

Visit [www.gotellcamps.com](http://www.gotellcamps.com) to pay deposits online, or make checks payable to GO TELL Ministries and mail them to P.O. Box 2138 Duluth, GA 30096.

## FINAL BALANCE

On or before the due date listed below, GO TELL needs to receive **ALL** of the following:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Final Balance Payment            | <input checked="" type="checkbox"/> Program Fee Payment                  |
| <input checked="" type="checkbox"/> Rooming Breakdown/T-shirt Orders | <input checked="" type="checkbox"/> Background Check Certification Forms |

<u>Camp Location</u>	<u>Camp Date</u>	<u>Due Date</u>
GA Baptist Conference Center	June 21-25	<b>June 2</b>
GA Baptist Conference Center	June 28-July 2	<b>June 9</b>
Liberty University	July 5-9	<b>June 16</b>
Stephen F. Austin State University	July 12-16	<b>June 23</b>
Wesleyan College	July 12-16	<b>June 23</b>

- To be fair, these dates apply to all churches and cannot be adjusted for any reason!
- **Pay deposits, final balances, and program fees online - it's easy!** Visit [www.gotellcamps.com](http://www.gotellcamps.com) to pay by credit card, debit card, or automatic draft from your checking account. GO TELL accepts American Express, MasterCard, Visa, and Discover.
- Checks can also be mailed to P.O. Box 2138 Duluth, GA 30096. Please make checks payable to Go Tell Ministries. Payments **MUST** be received by the due date listed above.
- **Submit rooming breakdowns and t-shirt orders online!** Just click on the "Forms" link at [www.gotellcamps.com](http://www.gotellcamps.com) to input your information. Or fax the rooming breakdown/t-shirt order form to GO TELL at 770-622-5603.
- If you have any questions, please email [camps@gotellministries.com](mailto:camps@gotellministries.com) or call 1-866-I-GO-TELL. We're happy to assist you in any way possible!

## **LATE FINAL BALANCE**

Should you not comply with the above policies, the following procedures will be followed:

- 1) ***Your space will be fully forfeited*** if any churches are being held on a waiting list. It is not the obligation of GO TELL Ministries to notify you. Your deposits will not be returned. (If space is available, you may be able to attend another week of camp.)
- 2) If your church is able to attend your originally scheduled week, ***you will be charged a late fee of \$100*** for the first day after the due date that your payment was not received. Each subsequent business day will be another \$25. ***Any late fees incurred must be paid before arriving at camp.*** Rooming will be divided 50/50 (guys/girls) if payment and/or rooming breakdown information is received after the due date.

## **REFUNDS**

To be eligible for refunds of the final payment and program fee, you must notify us in writing of changes to your group's final count prior to or by 4:00 p.m. eastern time on the "DUE" dates listed above. **Failure to do so obligates your church to pay the final balance for the number of registrations (determined by paid deposits) that we are holding for your church as of the due date.** All refunds will be processed within 10 business days of the end of your camp week. ***There is no eligibility for refunds after the dates listed in the "Due Date" column.***

While we sympathize with situations that are outside of your control, including illness, family situations, etc., we cannot refund your camp balance after the due dates above. As of this due date, GO TELL Ministries is committed to pay all costs, such as facility fees, lodging, meals and other fees related to camp.

## **CAMP CANCELLATION POLICY**

Should camp be cancelled due to unforeseen circumstances which are outside of our control, including but not limited to national disasters, weather conditions, etc., deposits remain non-refundable. Camp balances may be refunded if the facilities utilized refund GO TELL Ministries. This may vary by location.

If your church group chooses not to come to camp due to weather conditions, and the camp is still held as scheduled, all payments are non-refundable.

*It is our desire for camp to be a positive experience for everyone involved. We are here to help you in any way possible. Remember, if you follow the guidelines in your registration information, you will not incur late fees or forfeited monies. Thank you for your help in this important area!*