

# Campus Ministry Change of Retreat Status

**TO CHANGE THE DATE OF YOUR RETREAT:**

- 1) Pay the \$40 processing fee. (This money will be placed in the Gary Braia Retreat Scholarship Fund. This fee can be waived only in the event of a family / medical emergency or AMHS related event.)
- 2) Fill out this form and turn it in to Campus Ministry.

**PLEASE NOTE:**

- ✓ There may not be a space for you on the retreat to which you are requesting to switch. If this is the case, you will be placed on the waiting list.
- ✓ If you change within 2 weeks of the retreat, and we cannot fill your original spot, you run the risk of paying for your room at the retreat center.
- ✓ This form will not be processed until you pay the \$40 fee.

**TO WITHDRAW FROM A RETREAT:**

- 1) Fill out this form and turn it in to Campus Ministry.
- 2) If you qualify for a refund, there is a \$20.00 processing fee that will be deducted from your refund amount. (This fee can be waived only in the event of a family / medical emergency or AMHS related event which has been altered to conflict with your retreat date.)

**PLEASE NOTE:**

If you withdraw within 2 weeks of the retreat, and we cannot fill your original spot, you will pay for your room at the retreat center.

Name \_\_\_\_\_ today's date \_\_\_\_\_ Student ID # \_\_\_\_\_

Retreat you are currently registered for: \_\_\_\_\_

- I would like to change my retreat date to \_\_\_\_\_
  - I am enclosing the \$40 fee.
  - I qualify to have the fee waived. (see below)
- I would like to withdraw from the retreat. I am not applying for a refund.
- I would like to withdraw from the retreat and apply for a refund.

If you qualify to have the processing fee waived (see above) or if you think you qualify for a refund, write the reason below:

I understand that any changes or withdrawals within 2 weeks of the retreat may result in my having to pay for the cost of the room at the retreat center.

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_