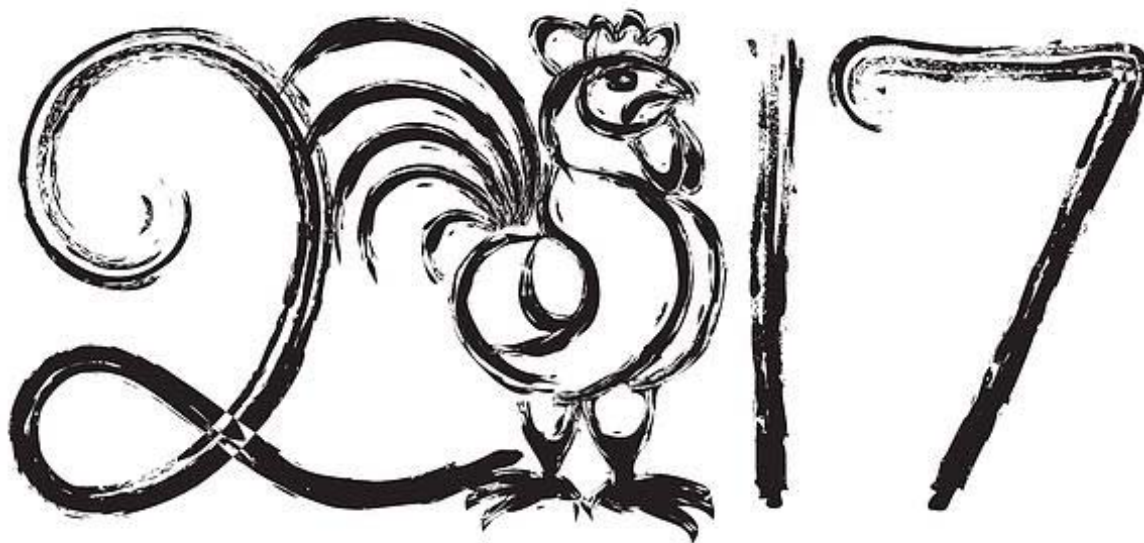


# Parent - Camper Registration Information Packet



Chinese Youth Camp 2017

Sunday, July 23rd – Saturday, July 29th, 2017

The University of Texas at Austin

## **REGISTRATION PROCESS**

---

Registration for this year's Houston Chinese Youth Camp is a three-step process. **ALL THREE** steps must be completed before your son or daughter's registration is considered complete.

**Step ONE:** Complete the online registration form and read this information packet.

**Step TWO:** Complete the UT Forms and email them to registrar@houstoncyc.com.

**Step THREE:** Complete online PayPal payment.

## REGISTRATION FEES

---

Date	Registration Period	Registration		Camp Fee Refund Policy
		Registration Fee (a)	Bus Fee(b)	
3/13 – 5/31	Regular Registration	\$520	\$40	Full Refund less \$20 Processing Fee (c)(d)
June	No Registration	Registration Closed – Waitlist Open		No Refund, \$200 CYC Credit valid for the next CYC camp (d)
July	No Registration	Registration Closed		No Refund (d)

- (a) **REGISTRATION FEE:** \$520 for applications completed on or before May 31st, 2017 or until max capacity is reached. Incomplete applications, i.e., forms or fees not received within the registration period will be moved to the waitlist.
- (b) **BUS TRANSPORTATION:** Transportation fees from Houston TECO (10303 Westoffice Dr., Houston TX 77042) to camp are \$40 per camper. This service must be pre-paid at the time of registration. Transportation will leave Houston TECO as early as 9:00am. Any camper who is late or misses their assigned bus will need to arrange for their own transportation. **This service is not round-trip. Parents are required to pick their child up from the university at the conclusion of camp.**
- (c) **REFUND POLICY:** Refunds are based on the original registration fee paid by the camper including any family discounts.
- (d) **MEDICAL REFUND:** If your child is unable to attend camp due to medical reasons, a full refund of the registration fee will be issued up until the day prior to camp if accompanied by a physician’s note. For campers discharged from camp due to medical reasons, per our medical discharge policy, a pro-rated refund will be issued within 30 days.

## FAMILY DISCOUNTS

---

The following family discount will be given to each additional sibling of the same immediate family, up to three children:

	Registration Fee
Sibling #1	\$520
Sibling #2	\$500
Sibling #3	\$490
Sibling #4	\$480

## FINANCIAL AID SCHOLARSHIPS

---

Houston Chinese Youth camp also offers a Financial Aid Scholarship that may be available to those campers who demonstrate that their family income falls at or below the levels indicated by the chart below. Please see the Financial Aid Application for more information.

<i>Family Size</i> 家庭人數	<i>Family Income</i> 家庭總收入
2	≤ \$32,040
3	≤ \$40,320
4	≤ \$48,600
5	≤ \$56,880
6	≤ \$65,160

## PAYMENT POLICY

---

This year, we are only accepting Paypal as a valid form of payment. Registration Fee and Bus Transportation Fee may be combined in to one Paypal payment. Please note: Through Paypal you may pay with credit or debit cards. However, we encourage you to pay with debit cards. After completing the online registration form, follow the PayPal instructions on our website to complete your payment. **Please include the camper's name and indicate which fees are being paid for in the notes.**

## REFUNDS

---

Please refer to the table under Registration Fees for details concerning Houston CYC's refund policy.

## UT FORMS

---

The University of Texas at Austin requires **two** additional forms for all camp attendees. This includes a **Release and Indemnification Agreement** and a **Medical Treatment Authorization**. These forms are included in the back of this Registration Information Packet and must be filled out for EACH camper. Please scan and email completed forms to [registrar@houstoncyc.com](mailto:registrar@houstoncyc.com).

## CONTACT US

---

If you have any further questions, please contact us at [registrar@houstoncyc.com](mailto:registrar@houstoncyc.com).

### **VERY IMPORTANT REMINDER**

Your registration is based upon the date that **ALL** registration material is sent in to CYC. Completing STEP ONE (the online registration form) without completing STEP TWO (UT Forms) and STEP THREE (PayPal) **will not secure your position at camp**. Please complete STEPS ONE, TWO and THREE in a timely fashion prior to the above stated deadlines to secure your position in CYC 2017.

Upon completing STEP ONE you will receive a confirmation email from our Registrar, Vinita Chen, reminding you to please complete STEPS TWO and THREE to become fully registered.

## **CYC RULES, POLICIES AND REGULATIONS**

---

**Parents please go over the following Camp Rules, Policies and Regulations with your son or daughter. They will be expected to know and follow these rules during camp.**

### **General Rules**

- No camper can be admitted to the camp if he or she is ill. The registration fee is fully refundable with physician's written document.
- Follow campus policies.
- Follow instructions given by camp staff. In case of emergency, report to staff immediately.
- Be prompt and present at all scheduled camp activities.
- Stay within camp site or assigned locations. Absolutely no leaving from camp without written consent of the camp staff.
- Wear camp provided shirt and name tag at all times. No alteration or marking to shirt is allowed.
- Camper will be dismissed if he or she disrupts the order or endangers the safety of the camp, and the parents will be responsible for picking him or her up.
- Smoking, consumption of alcoholic beverages, and drugs are strictly prohibited.
- No gambling, fighting, or carrying of dangerous objects (fireworks, firearms and knives) is allowed.
- All trash has to be disposed properly.
- No sandals or slippers allowed except in the dormitory and dances.

### **Dormitory Rules**

- Visitation by campers of the opposite sex is strictly prohibited. There is a zero tolerance policy; campers who violate this policy will be expelled from camp.
- Roommate requests are not allowed.
- Keep rooms and facilities clean and tidy. Camp staff will conduct daily inspections, and warnings will be issued for violations.
- Curfew is strictly observed. Room check will be conducted by staff after curfew.
- No room or bed switching. Be considerate. Do not make noise.

### **Classroom Rules**

- Maintain order. Follow teachers' instructions. Do not wear hats during class.
- Keep classrooms clean. Do not create noise in the hallways.
- No cellular phones, mp3 players, or electronic games are permitted during class.

### **Dining Hall Rules**

- Stay in line to get food. Be courteous and helpful to younger campers.
- Only take what you can eat, and eat what you take.
- Keep the dining hall clean, and clean up after yourself.

### **Check-out Rules**

- Parents will be responsible for picking up their camper who becomes ill, is injured, has problems adjusting to camp life, or violates camp rules and is dismissed by the camp staff.
- Except for the above conditions, no early dismissal is allowed unless notification is made prior to camp. All campers are required to attend the closing ceremony. Parents are responsible for picking up their camper at the end of camp.
- Parents will be liable for any damages caused by their camper.

## FINAL CHECKLIST

---

- Read and understood Registration Information Packet
- Completed online registration form
- Completed UT Forms – scanned and emailed to [registrar@houstoncyc.com](mailto:registrar@houstoncyc.com).
- Completed payment via Paypal (indicate Camper(s) name in Note section)

**Thank You!** If you have completed all of the above tasks, your registration is now complete. You will receive confirmation of your completed registration within 7 business days. If you do not receive confirmation or if you have any further questions, please contact us at [registrar@houstoncyc.com](mailto:registrar@houstoncyc.com).