

Parent - Camper Registration Information Packet



Chinese Youth Camp 2018 **Sunday, July 22nd – Saturday, July 28th, 2018** **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 via DocuSign.

Step THREE: Complete Stripe payment.

REGISTRATION FEES

Date	Registration Period	Registration		Camp Fee Refund Policy
		Registration Fee (a)	Bus Fee(b)	
March 1st – April 30th (or until maximum capacity)	Regular Registration	\$550	\$40	Full Refund less \$20 Processing Fee (c)(d)
May – 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:** \$550 for applications completed on or before April 30th, 2018 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. You **must** complete the UT Forms and your PayPal payment within **72 hours** of the online Registration Form submission to hold your spot in our registration.
- (b) **BUS TRANSPORTATION:** Transportation fees from **Collins Elementary School (9829 Town Park Dr, Houston, TX 77036)** to camp are \$40 per camper, first come first serve. This service must be pre-paid at the time of registration. Transportation will leave Collins Elementary School 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	\$550
Sibling #2	\$520
Sibling #3	\$490
Sibling #4	\$460

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	≤ \$32,920
3	≤ \$41,560
4	≤ \$50,200
5	≤ \$58,840
6	≤ \$67,480

PAYMENT POLICY

This year, we are only accepting eChecks and Credit/Debit cards as a valid form of payment. Registration Fee and Bus Transportation Fee may be combined in to one payment. Please note: Through Stripe you may pay with credit or debit cards. However, we encourage you to pay with debit cards. After signing the UT Forms, follow the instructions to complete your payment.

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 **three** additional forms for all camp attendees. This includes a **Release and Indemnification Agreement**, a **Medical Treatment Authorization**, and a **Transportation Form**. These forms will be emailed to the parents of the camper by DocuSign. You **must** complete the UT Forms and your payment within 72 hours of the online Registration Form submission to hold your spot in our registration.

CONTACT US

If you have any further questions, please contact us at 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**. You **must** complete the UT Forms and your payment within 72 hours of the online Registration Form submission to hold your spot in our registration.

Upon completing ALL THREE STEPS you will receive a confirmation email **within 3 business days** from our Registrar, Vinita Chen. You are not fully registered until you receive the confirmation email.

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 up until the day prior to camp 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.
- Treat all other campers, counselors, and staff members with respect and courtesy. Any bullying or misconduct will not be tolerated.

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 – email with forms sent by DocuSign.
- Completed payment via eCheck or Credit/Debit cards.

Thank You! If you have completed all of the above tasks, your registration is now complete. You will receive confirmation of your fully completed registration within 3 business days. If you do not receive confirmation or if you have any further questions, please contact us at registrar@houstoncyc.com.