

## Tips for avoiding a Deep Freeze Non-Refundable Deposit

1. Mark on your calendar, 4 Fridays from your arrival date here at Berea. That is the deadline for reducing the number of attendees from the total number you have indicated will be coming. We do send a reminder letter to you, about 6 weeks from your arrival date, so be sure you have given us a current mailing address, at which you will receive mail.
2. Give your kids at least 5 weeks for them to get their \$50 deposit in to you.
3. On “non-refundable” Friday or before, contact us (email preferably, or phone) with the number of campers and leaders who will be coming. If it represents a reduction, we will remove that number from your charges that will be included in your balance due on arrival. If it is an increase, we will increase your numbers as space allows and charge your credit card \$50 for each person you increase. If you have paid by check, we need to receive your check within 5 business days in order to hold your increased spots. If this reduction happens after “non-refundable Friday” each person that you reduce represents a \$50 charge to your account.
4. Let’s say, a week later 3 kids say they have 3 friends who want to come. Call or email us to ask if there is room. If there is, get their \$50 deposit and call us. If there is still room, we will add them in to your numbers. We can usually squeeze in a few more.
5. It is important for everyone to understand that once kids have given their deposit, they have committed to the weekend and they cannot be guaranteed a place without the deposit.

These are only guidelines as you may have your own way to handle your registration process. I am trying to help those who have trouble “filling spaces” they have committed to, without having kids to fill them.