

Instructions

The application process consists of the following steps for Day Camps

1. Completed application form (front and back). (Type or print clearly.)
2. Deposit amount of \$50 or entire payment of camp.

Mail completed application packets to:

K-12 Education Outreach Department
Embry-Riddle Aeronautical University
600 South Clyde Morris Blvd.
Daytona Beach, Florida 32114-39002

If you have any questions about this application process, please feel free to contact the Summer Programs office at:
Phone: (800)-359-4550 or (386)-226-7945
Fax: (386)-226-7630
E-Mail: summer@erau.edu
Web: <http://summercamps.erau.edu>

Application Packet Checklist

A complete application packet consists of the following items:

- Completed application form
- Registration deposit of \$50 or full payment
- Extended Day Pick-Up Fees

Additional Information for Day Camps

- **Early application is recommended.** Space is limited and will be awarded on a first-come/first-serve basis. A deposit is required as part of the application process. The remaining balance is due two weeks prior to your arrival. Any application that arrives two weeks or less, prior to the start date of camp, will have a rush fee of \$50.00 applied.
- Acceptance will not be granted on partial or incomplete applications. The K-12 Education Outreach office will not accept partial applications to hold a place in any program. Please use the checklist provided for you to ensure that you are submitting a complete application.
- If you have been accepted, the K-12 Education Outreach Department will notify you in writing. You will also receive additional forms and information pertinent to the session in which you have been accepted. Please fill out the forms and return the completed packet to the K-12 Education Outreach Department as soon as possible. The original completed forms must be in our office two weeks prior to the start date of your scheduled session.
- **Change Sessions or Programs Policy:** Participants that wish to change their registration from one program or session to another can do so only if space is available. Your deposit will be transferred, but you will incur a \$20 transfer processing fee. We will not be able to make any transfers between sessions or programs if there are less than two weeks remaining before the beginning of the desired camp.
- **Cancellation Policy for all Summer Academy Programs:** Each cancellation will incur a \$50 processing fee deducted from the refund. Cancellation notices received after that date will result in forfeiture of the tuition deposit. Please note if cancellation notice is received within thirty days and camp was full, we will not be able to refund your payments unless your student's camp space is able to be filled by someone on the waitlist.