

## **UCA/UDA Terms & Conditions for Clinics and Spirit Days**

### **Adult Supervision**

An adult at least 21 years of age is required to attend the event in its entirety.

### **Deposit**

A per person deposit equal to 50% of the event fee is required at the time of registration. This deposit is non-refundable and non-transferable. Registrations are not confirmed until the deposit or signed school purchase order is received. If your deposit is not received by the due date, UCA/UDA reserves the right to cancel your registration.

### **Full Payment**

Full payment is due 14 days prior to the event start date. If you are unable to pay in full by this date, we must receive a school purchase order or letter of authorization on official school/organization letterhead. Either form must be signed by the school principal/organization administrator and clearly indicate the payment terms. Balances not paid within 90 days after the event will be turned over to a collection agency.

### **Form of Payment**

You may pay online by credit card (American Express, Visa, MasterCard, and Discover) or mail in your check or money order to the UCA/UDA office. **Personal, individual, booster club, temporary or gym checks are not accepted.** If mailing your payment, please include a copy of your invoice to insure proper credit to your account.

### **Cancellation/Enrollment Change Fees**

Unless otherwise indicated, a fee of \$10 per person will be retained for enrollment changes (reductions) and/or cancellations made between the time the registration was submitted until the day of the event. Events that require pre-ordered tickets will result in full forfeiture of monies paid if cancelled within 14 days of the start date of the event.

### **Refund Requests**

Refund requests must be submitted in writing to the attention of the Registration Department within 30 days of the event end date. Refunds will not be issued if requested longer than 30 days after the event end date. Refunds will be processed upon completion of event reconciliation in the UCA/UDA office. Please allow 4-6 weeks after the event is over to receive your refund.

### **Release and Waiver Forms**

In order to participate at camp, every camp attendee must complete a Release and Waiver Form. The Adult Release and Waiver form is required for all coaches and chaperones. For those under 18 years of age, the Participant Release and Waiver form must be signed by a parent or guardian. Please retain a copy of each signed form for your records and **turn in the original signed forms** at Registration on the first day of camp.

### **Contact Information**

UCA/UDA Registration Department

PO Box 752790

Memphis, TN 38175

(888) CHEERUCA (243-3782)

(800) DANCEUDA (326-2383)

Fax: 800-969-8295

[registration@varsity.com](mailto:registration@varsity.com)