



Camp & Class Full and Half Day Session Transfer Policy and Form

Session Date Changes

In the event that you would like to request a class change, you can check class availability by contacting the Reservation Specialist in the Education Office at 916-808-8814 or mluna@saczo.org.

Session Transfer Requests

All class transfer requests must be made in **writing** with the Full and Half Day Session Transfer Form. **No phone transfers will be accepted.** Please fill out and return one form per camper.

It is highly recommended that a request be submitted as far in advance as possible. All transfer requests are subject to availability and spaces are limited.

There is a **\$15 non-refundable handling fee per class/camper change.**

Payments and Processing

- Please allow up to one week to process requests.
- Payment must be received at time of the session transfer request in order to process.
- No camper substitutions.
- The session transfer fee is non-refundable.
- In the case of insufficient registrations for any course, we reserve the right to cancel the program, and a full refund will be forthcoming.

General Information

Participant's Name: _____

Session Transfers – please provide session/class name(s) and date(s) below

Transfer out of: _____ transfer in to: _____

Transfer out of: _____ transfer in to: _____

Transfer out of: _____ transfer in to: _____

Transfer out of: _____ transfer in to: _____

To help us serve you better, please explain why you are switching your session/s: _____

Payment

Method of Payment for handling fee of \$15.00 per class: Credit Card Check (enclosed) Cash (enclosed)

Credit Card Holder's Name: _____

Card Number: _____ Security Code: _____ Exp. _____

Billing Address: _____ City/State: _____ Zip Code: _____

Phone Number: (____) _____ Email address: _____

Mail or fax to:

Sacramento Zoo Education Department
3930 West Land Park Drive
Sacramento, CA 95822
Fax: (916) 264-6733

