



# Little Peeps 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 Reservationist in the Education Office at (916) 808-8814 or mluna@saczoo.org.

### Session Transfer Requests

All class transfer requests must be made in **writing** with the Little Peeps Session Transfer Form found on the bottom of this document. **No phone transfers will be accepted.**

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 **\$5 non-refundable handling fee** per class/camper change.

### Payments and Processing

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

### General Information

Participant's Name: \_\_\_\_\_

Event Registration Number: (found at the top of your confirmation) # \_\_\_\_\_

Session(s) currently registered: \_\_\_\_\_

Session(s) change to: \_\_\_\_\_

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

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### Payment

Method of Payment for handling fee of \$5.00 per session:  Credit Card  Check  Cash

Credit Card Holder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp. \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

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



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