

## Payment Instructions for Counselors and Admin Staff Members

You may pay your fees (\$300) online or by check. Or, your church or a sponsor can pay any or all of your fees.

If your church or another individual is paying any or all fees for you using any of the available forms of payment:

1. You will need to choose the option to "**Pay by Check**" in order to continue the registration process without paying your deposit online immediately.
2. When you mail in your registration information, designate someone else or the church as "the payer" by writing the name and email address of the person who is to be billed. You can write this somewhere on the printed email confirmation sheet that you will receive when you complete your registration. If you don't know the email address of the person who will be paying, send whatever contact information you *do have* to the Registrar. Mail or scan/email the information to the Registrar. Or you can contact the Registrar via email with the name/contact information of the designated "payer."
3. The Registrar will then send an invoice via email to that person.
4. The designated person or the church can pay the deposit (\$150) or any amount above the deposit.
5. After each payment is received:
  - 1) A confirmation email will be sent to you
  - 2) An invoice for the remaining balance will be sent to the person designated to pay.
6. If you owe a balance after the church pays, you can be invoiced directly to pay the remaining balance.
7. The balance is due in early June when you or the designated payer receives an invoice. This may be paid at the Training and Planning Day meeting.

## Methods of Payment

When you complete the registration process, you will receive an email confirmation with an invoice unless you designate someone else to pay the invoice. Please check your "Junk" email folder if you don't see the email in your Inbox.

You may pay by **check: personal check, church check, or Cashier's Check.**

1. Please include a printed copy of the confirmation email and send it to the Registrar with the counselor's or staff member's signed paperwork, along with your personal or church check. Or give these items to your camp coordinator who will mail them along with the church check.
2. Please write the camper's name in the memo section of the check.
3. You may pay the full amount or pay the non-refundable deposit now (\$150) and the **balance in early June when you are invoiced.**
4. Please make the check payable to: **"Summit Games and Bible Quiz".**
5. Please mail the printed confirmation email (invoice) and check.
6. Please mail it **regular mail** to save added fees and to speed up the delivery time.

You may pay online using a **credit card or debit card or ACH (check cleared immediately online using a checking account)**

1. Please include a printed copy of the confirmation email and send it to the Registrar with the counselor's or staff member's signed paperwork.
2. When you receive the invoice by email, please click on the **Pay by Credit Card button** to pay using: a debit or credit card or ACH online payment.
  - a. You may pay using a MasterCard, Visa, Discover, or American Express.
  - b. You may pay using a debit card linked to your checking account.
  - c. You may pay using a personal check and it will be cleared immediately online.
3. You may pay the full amount or you can just pay the deposit of \$150, which is **due immediately. The balance will be due in June when you are invoiced.**

Refund Information	Fees can be assigned to another person attending camp. If a refund is requested, the SLCC Board will make a determination on a case-by-case basis.
Address for mailing:	Cindy Smeltzer, Camp Registrar 41 Mallorca, Laguna Niguel, CA 92677 <i>Please use regular US postal service.</i>
Questions, Comments, more help	SummitCampRegistrar@gmail.com Cindy Smeltzer 949-683-1339 – Cell, Text Messages preferred

**Donations are welcome!** Your donation to Summit Games and Bible Quiz, a 501(C)3 charitable organization, will be used to help pay the way for someone to attend SLCC. Please talk to your tax advisor for more information regarding tax-deductible donations.