



ACCOUNT RECEIVABLES PROCEDURE

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MAIL TO THE OFFICE BY MAY 15, 2009

In order to better serve the organization and to become more efficient, Camp Kooch-i-ching has made changes to its Account Receivables procedure. Outlined below is the new procedure.

- 1.) Final tuition payment is due by **May 15**. If not paid by this date, a credit card will be required to process final payment.** In the event that full tuition cannot be paid by the date due, families may contact the camp office in order to set up a payment plan. This plan will be signed by both parties after having come to an agreement on the payment amounts. No payment plan will extend past December 31st of the same year.
- 2.) Store and other miscellaneous charges will be sent out immediately following camp. All such charges must be paid in full by **September 15**. If not paid by this date, these charges will be placed on the designated credit card.
- 3.) All charges for camp-provided transportation will be paid up front at the time of reservation.
- 4.) Applications received after **May 15** must be paid in full via credit card, check or electronic payment.

**Please contact the office with any questions or concerns regarding the Credit Card Release form.

Please fill out the Credit Card Release Form below and return this part of the page to our office.

Ogichi Daa Kwe

Camper Name: _____

Credit Card Release Information

Card Types Accepted: VISA MasterCard Discover AmEx

Card Holders Name as it Appears on Card: _____

Credit Card #: _____

Expiration Date: _____

Security Code (3-digit code on back of card) : _____ Zip Code: _____

Card Holder Signature: _____