



South Carolina Waterfowl Association **Camp Leopold Billing Policies**

Leading up to the User Group's field trip, Camp Leopold will collect **three Participant Numbers** from the User Group for billing: the **Guaranteed Number**, the **2-Week Number**, and the **Actual Attendance Number**. The statement amount the User Group is billed for will only change if the Participant Number increases from one number to the next. Once the User Group provides a Participant Number to Camp Leopold, the statement amount may not decrease at any time.

The User Group will first provide Camp Leopold with their **Guaranteed Number**.

- **Due Date:** The User Group will provide Camp Leopold with their Guaranteed Number during registration.
- **Purpose:** The Guaranteed Number is the number of participant slots that Camp Leopold guarantees to hold for the User Group. Camp Leopold may book another school during the User Group's visit; the provided Guaranteed Number will be taken into consideration while booking other groups during the User Group's chosen dates.
- **Impact on Billing:** The initial statement for the User Group will be based on their Guaranteed Number of participants.

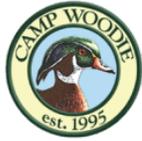
The second number provided to Camp Leopold from the User Group is the **2-Week Number**.

- **Due Date:** The User Group must provide Camp Leopold with their 2-Week Number no later than 2 weeks before their field trip's arrival date. If Camp Leopold does not receive a 2-Week Number by the due date, the User Group's Guaranteed Number will be used instead.
- **Purpose:** The 2-Week Number is used to make final preparations for the User Group, including the number of activity groups, meal preparation, and cabin spaces reserved. The 2-Week Number must be an accurate depiction of the total participants the User Group prepares to bring.
- **Impact on Billing:** If their 2-Week Number is greater than the Guaranteed Number provided during registration, the User Group's billing will be updated to the 2-Week Number. If the 2-Week Number is equal to or less than their Guaranteed Number, the User Group's billing will remain at the amount provided by the Guaranteed Number.

The last number that can affect billing is the **Actual Attendance Number**.

- **Due Date:** The Actual Attendance Number is provided by the User Group to Camp Leopold upon the User Group's arrival.
- **Purpose:** The Actual Attendance Number is the number of students, chaperones, and teachers who actually attend the User Group's onsite field trip upon arrival.
- **Impact on Billing:** If the Actual Attendance Number is greater than their 2-Week Number, the User Group's final bill will be updated to the Actual Attendance Number. If the Actual Attendance Number is less than the value billed at the 2-Week Number, the statement at the 2-Week Number will be used for the User Group's final bill instead.

NOTE: If at any point the User Group would like to have more participants attend than allotted in the Guaranteed Number or 2-Week Number, written approval must be acquired from Camp Leopold. The User Group's statement amount will be updated accordingly.



Camp Leopold Deposit Policy

A non-refundable deposit of 10% of the initial statement must accompany the signed User Group Agreement. The User Group's reservation will not be finalized until the registration forms, signed User Group Agreement, and 10% deposit are received.

Camp Leopold Cancellation Policy

The User Group can cancel or reschedule their field trip and receive a refund for all payments made except for the 10% deposit used to secure their dates. If the User Group cancels for any reason within 30 days prior to the arrival date of the field trip, the User Group will be responsible for 70% of the total contracted Guaranteed Number for said trip.

Camp Leopold Payment Terms

User Group must deliver payments in full within thirty days of arrival date. All accounts 30 days past due will be charged at a rate of 6% finance charge per month.