

# Request to Cancel Bookings



A request to cancel bookings must be completed at least **5 working days** before the desired date of cancellation to avoid a withdrawal fee being applied to the account.

If not enough notice is provided, families will be charged a once off withdrawal fee of 50% of the daily fee (with no CCS entitlements). To ensure your CSS entitlements are paid to the account, you must not end your bookings on an absence.

Return this form to: [ballarat@ymca.org.au](mailto:ballarat@ymca.org.au).

<b>Account Name</b>		
<b>Child/ren's Name/s</b>		
<b>Service Name</b> (please select your service)	<b>Before School Care</b>	<b>After School Care</b>
	<input type="checkbox"/> Ararat BSC  <input type="checkbox"/> Bacchus Marsh Grammar – Maddingley Campus BSC  <input type="checkbox"/> Bacchus Marsh Grammar – Woodlea Campus BSC  <input type="checkbox"/> Urquhart Park BSC	<input type="checkbox"/> Alfredton ASC  <input type="checkbox"/> Ararat ASC  <input type="checkbox"/> Bacchus Marsh Grammar - Maddingley Campus ASC  <input type="checkbox"/> Bacchus Marsh Grammar - Woodlea Campus ASC  <input type="checkbox"/> Lucas ASC  <input type="checkbox"/> Our Lady Help of Christians ASC  <input type="checkbox"/> Portland ASC  <input type="checkbox"/> Stawell ASC  <input type="checkbox"/> Urquhart Park ASC
I wish to cancel my current booking. My last date of attendance will be ____/____/____.		
<b>Reason for cancelling care</b>		

**Signed:**

**Date:**

<i>Office Use Only</i>	Approved by:		Date:	
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