

CROSSINGS REGISTRATION POLICY 2025/2026

🕒 Initial \$5 Registration Fee

A \$5 per person registration fee is required at the time of registration for all camps. The \$5 registration fee is transferable but not refundable to your balance until February 28.

🕒 February 28 \$75 Per Person Deposit

A deposit of \$75 per person is due by February 28 and is non-refundable and non-transferable.

Final Payment Deadline

- 🕒 Final balance is due online two weeks before your camp session begins. The Final Payment Deadline is on the group statement.

FREQUENTLY ASKED QUESTIONS

Do you charge late fees?

Groups submitting their final payment after their two-week deadline will incur a late fee of \$100 or 3% of their outstanding balance, whichever is greater. Outstanding balances will incur a finance charge of 1.5% per month late in addition to the late fees as of the Final Payment Deadline.

Do you give refunds?

The \$5 registration fee is non-refundable but transferable until February 28. After February 28, it is both non-refundable and non-transferable.

The \$75 per person deposit is non-refundable and non-transferable after February 28.

If the final balance is paid before your two-week Final Payment Deadline AND the participant drops before the deadline, Crossings will refund the amount paid, minus the \$75 deposit and \$5 registration fee. The refund will be issued as a refund check.

After the Final Payment Deadline has passed, the money is non-refundable and you are held responsible to pay in full for the number of participants Crossings has on file for your group.

STILL CONFUSED? LET US TAKE THE HASSLE AWAY!

You are always welcome to call us for help. We want your preparation for camp to be hassle free! We'd be glad to walk you through the registration process or payment process. We are available by phone (502-491-7000) Monday-Friday from 9am-5pm EST or you may email us at info@gocrossings.org.

DROP/ADD SCENARIOS

Before February 28

Scenario 1

Drop #'s — It is before February 28 and I've paid my \$5 registration fees, but I need to drop my numbers before I pay my \$75 per person deposit.

No problem! The \$5 registration fee is transferable. Please call us before February 28 to make these changes.

Scenario 2

Add #'s — It is before February 28 and I need to increase my numbers.

- Call us! If spots are available, we can increase your number or put your request on a waitlist. You can reach our guest relations team at (502) 491-7000.
- These additional spots will require a \$5 registration fee, which is non-refundable but transferable.
- Remember to pay the \$75 per person deposit for each additional spot added by February 28.

After February 28

Scenario 3

I Forgot to Pay! — It is after February 28 and I have not paid my \$75 per person deposit.

You still need to pay \$75 per person immediately to guarantee your spots.

Scenario 4

Drop #'s — It is after February 28, I have paid my \$75 per person deposit, and I need to drop my numbers.

Call us at 502-491-7000 or email info@gocrossings.org to make this adjustment. NOTE: The \$5 registration fee and \$75 per person deposit are non-refundable and non-transferable.

Scenario 5

Add #'s — It is after February 28 and I need to increase my numbers.

- Call us! If spots are available, we can increase your number or put your request on a waitlist. You can reach our guest relations team at (502) 491-7000 or email info@gocrossings.org
- After February 28, any additional spots will require \$80 per spot (\$5 registration fee + \$75 per person deposit).

OTHER CHARGES/FEES

KY Sales Tax

6% sales tax will be added unless an approved Kentucky sales tax exemption certificate is provided. Approved forms: KY Form 51A126 (in-state), KY Form 51A127 (out-of-state), or the Streamlined Sales Tax certificate.

Late Fee

Groups making their final payment after the Final Payment Deadline will incur a late fee of \$100 or 3% of their outstanding balance, whichever is greater. Outstanding balances will incur a charge of 1.5% per month late in addition to the late fees as of the Final Payment Deadline. For outstanding balances beyond 60 days, Crossings reserves the right to turn over the final balance for collection.

Credit/Debit Transaction Fee

3% of the amount charged will be added to all payments made by credit/debit card. Please note: there is no fee for an ACH deposit (electronic check).



Mail Check Payments to:

Crossings Ministries
Attn: Registration
13420 Eastpoint Centre Drive
Louisville, KY 40223

	BEFORE FEBRUARY 28	FEBRUARY 28-FINAL PAYMENT DEADLINE*	AFTER FINAL PAYMENT DEADLINE*
REGISTRATION FEE	Transferable	Non-transferable	
	Non-refundable		
\$75 PER PERSON	Transferable & non-refundable	Non-transferable & non-refundable	
FINAL PAYMENT	Refundable minus the \$75 deposit + \$5 registration fee		Non-transferable & non-refundable

***The Final Payment Deadline is two weeks before your camp session begins.**

REQUIRED DOCUMENTS

Certificate of Liability

The certificate is provided by the group's insurance agent and must list Crossings Ministries and our Louisville address in the certificate holder section. Upload the certificate to your group account or email info@gocrossings.org. Failure to provide a certificate of liability will result in a \$100 non-compliance fee.

Background Check Form

All adults attending camp must have had a background check performed in the last 2 years and must be listed on this online form. The form is found on the Group Leader Dashboard under "Manage."