

How do I register for Camp?

Complete and submit an online camper application here: <https://zajacranch.campbrainregistration.com/>

Please make sure you complete all sections on the application: Household, Medical, Physical, Behavioural, and 'Other' information.

When you have completed all the camper details it will ask you what method of payment you intend to use to pay camp fees? Select **1** option from the drop down menu – **NO CHARGES WILL APPLY AT THIS POINT** – this is just to determine how you intend to pay once the application has been approved.

Payment options:

- Credit card
- Cheque payment – by mail
- Subsidy application
- Medical organization funding/ AFU funding

When you submit the application you will receive an email notification that confirms we have received your application. Our nursing director will then review the application and let you know if it has been approved / or not.

When you receive approval notification – this is when payment is required to secure the spot at camp.

At this point you can log back in to your account to see the updated status of your application. You will see it has been changed to 'approved'.

Paying for Camp:

- **Credit Card:** Pay by credit card online by logging into your account and entering your credit card details.
- **Cheque payment – by mail:** If you mailed a cheque to us, we will apply this to your account when the application has been approved. When the application has been updated to 'approved' the payment will be applied and the balance due will be zero. You can view the status of application by logging back into your account.
- **Subsidy application:** If you are applying for financial assistance through the Zajac Community subsidy – you will need to print off, complete, and upload a subsidy form, as an attachment to your online application account. Proof of income is also required and this should be uploaded as an attachment as well. The subsidy application will be reviewed by our funding department. Each application is reviewed individually. You will be contacted by phone if more information is required. If the subsidy request is approved, the subsidy amount will be allocated to your account upon approval. You will receive notification and next time you log into your account you will see the amount applied.

- **Medical Organization:** If a medical organization is paying the camper fee, you will see a balance of Zero updated on your account when the application is approved. You can log into your account to see the updated 'approved' status and balance owing will be zero.
If a Medical Organisation is paying for some of the fee and you are paying the balance we will allocate your share of the payment to the account when it is received and allocate the rest to the medical organisation.
- **AFU Funding:** If you are using AFU funding to pay for camp you must contact AFU directly. They will issue you a 'request to pay' form. You must fill out the form (the request to pay amount is \$1400) and send it back to AFU. AFU will issue you a reference number, please keep this reference number as payment receipt for camp. AFU will let Zajac Ranch know that you are paying using Autism funding. When Zajac receives notification from AFU we will update your account and the balance owing will be zero.