

Zajac Ranch Autism Funding Guide

This process is required of parents/caregivers if intending to use Autism Funding to pay camp fees for autism camp.

AFU will no longer reimburse families who make payment upfront. Instead they will only make payment directly to Zajac Ranch upon receiving an invoice from Zajac Ranch.

To ensure this procedure occurs without issue, we ask that families who intend to use Autism Funding take the following steps:

1) In the 'Payment of Camp Fees' section of the Online Camper Application, please tick the 'Autism Funding' box (as you will be using AFU Funding).

2) Submit a 'Request to Pay' claim to AFU, for \$1,560, listing Zajac Ranch as Service Provider.

a. Please submit your AFU Request to Pay form at the same time as your Camper Application. This will help ensure a billing number is received in advance of camp start date.

b. The Request to Pay form can be found online at:

http://www2.gov.bc.ca/assets/gov/health/managing-yourhealth/autism/request_pay_service_providers_suppliers.pdf or by searching 'Autism Funding Unit, BC, Request to Pay' in your web browser

4) AFU will then mail an approval letter and billing number to Zajac Ranch and we will list it on our invoice as payment. (This process can take up to a month after submitting your request. Please process your AFU request as soon as possible to avoid having to pay a deposit.)

5) Zajac Ranch will submit all camper invoices, to AFU, after the camp has finished.

If Zajac Ranch has not received an AFU Billing Number three weeks in advance of camp start date, parents will be asked to pay a \$780 deposit via credit card. Failure to receive a deposit will result in a camper being denied a camp experience.

Please note: Your deposit *will be refunded* upon receiving an AFU billing number. If an AFU billing number is not presented to Zajac Ranch then Zajac Ranch will keep the deposit as payment.

If you have any questions, please email info@zajacranch.com or phone 604-739-0444.

Zajac Ranch for Children

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