



Instructions for Tuition and Gear Payments

Here is the link to submit payment online: <https://www.nwyouthcorps.org/m/Payments>. Also included are some additional information about the online payment process below.

1. Check Program Tuition and Program Gear (if paying for gear)
2. Referenced Crew member is the crew member's legal name (if a legal name is not used, we will not know who the tuition is for)
3. Enter Crew members session- This information will be in your offer letter that was emailed to you.
 - Examples: Oregon 1, Washington 2, Springfield Community 1, Tacoma Community
4. Payment amount: This is going to vary for each program and individual, but in your offer letter it should indicate how much is owed.
 - If you are receiving a scholarship, you will owe \$50.00 that can be paid on the website or be taken out of your stipend.
 - In general, this is the tuition amount for our programs- this information will be in the offer letter that was emailed to you.
 - Spring and Fall: \$50.00
 - Summer: \$225.00
 - WA 1 (4 weeks): \$180.00
 - WA Community: \$125.00
 - OR Community: \$125.00
 - You will also need to add in any gear needs you may have and if you want to pay for those up front or by a stipend withdrawal. If you are wanting to purchase gear, outside of work shirts, you will need to get in touch with us about cost and availability of such items. We cannot guarantee gear will be available in size or quantity.
 - 2 work shirts are required and cost \$14.00 each
 - Add all of the expenses together to come up with your payment amount. Example: WA 1 session \$180.00 (tuition)+\$14 (shirt 1)+\$14 (shirt 2)=\$208.00
5. Shipping is unavailable at this time due to staff working from home.
6. Notes – please indicate here:
 - How many work shirts you are paying for.
 - Indicate if you are doing the optional \$50.00 stipend withdraw to help offset initial costs
7. Enter your name and email address. Whomever is paying should enter their name (i.e. the cardholders name).
8. Submit payment will take you to a screen where you can enter credit/debit card information.

Obtaining a receipt or paying tuition by phone, check or money order:

If you need to obtain a receipt or pay tuition by phone, check or money order, we ask that you give our finance department a call. **Diane Comer can be reached at 541.349.5055 ext. 210.**

Refund Policy:

It is our objective to offer the NYC/ICC experience to as many youth as possible. In the event your plans change, we have the following refund policy:

- 29 or more days prior to program: Full refund**
- 22 to 28 days prior to program: 50% of fee refunded**
- 16 to 21 days prior to program: 25% of fee refunded**
- Fewer than 15 days prior to program: No refund**

Cancellation notices received after 5:00 PM (Pacific Standard Time) are considered to have been received the next day. To notify us of a cancellation e-mail us at info@nwyouthcorps.org. Please allow four to six weeks for refunds to be processed.

In the event of an injury or a family emergency that prevents a participant from attending his/her NYC session on short notice, we require documentation of the situation from the participant (doctor's note/bill, letter describing family crisis, etc.) and we will evaluate these on a case-by-case basis.

No refunds are given for voluntary withdrawals after the refund deadline, no-shows, or dismissals.

What is withdrawn from your stipend for Youth Camping Members:

There are a number of costs that you can have taken out of your stipend so you do not have to worry about the upfront cost. However there are 2 costs that are automatically deducted from your stipend because they are costs that could fluctuate per individual, depending if the individual has to leave early or not.

Automatic Withdrawals:

- **Food:** We charge a rate of \$66.50 per week for food. [Click here](#) if you want to find out more about our food program.
- **Laundry and Showering:** We charge a rate of \$50.00 per session for showers and Laundry.

Optional Withdrawals:

- **Gear:** If you need to purchase work shirts or other kinds of gear from us you have the option to withdraw that from your pay. During your initial check in call we ask that you let us know what your gear needs are so we can check our inventory.
- **\$50.00 of your tuition:** You are required to pay all tuition upfront except for \$50.00 that can be withdrawn from your stipend to help offset costs.