

## 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.

Please return this form to your service via email.

<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"/> <b>Ararat 800</b> <i>return to: <a href="mailto:ararat800.oshc@ymca.org.au">ararat800.oshc@ymca.org.au</a></i>	<input type="checkbox"/> <b>Alfredton</b> <i>return to: <a href="mailto:ballarat.alfredtonasc@ymca.org.au">ballarat.alfredtonasc@ymca.org.au</a></i>
	<input type="checkbox"/> <b>BMG – Woodlea Campus</b> <i>return to: <a href="mailto:woodlea.oshc@ymca.org.au">woodlea.oshc@ymca.org.au</a></i>	<input type="checkbox"/> <b>Ararat 800</b> <i>return to: <a href="mailto:ararat800.oshc@ymca.org.au">ararat800.oshc@ymca.org.au</a></i>
	<input type="checkbox"/> <b>Newington</b> <i>return to: <a href="mailto:ballarat.urquhartoshc@ymca.org.au">ballarat.urquhartoshc@ymca.org.au</a></i>	<input type="checkbox"/> <b>Ballarat North</b> <i>return to: <a href="mailto:Ballarat.Northoshc@ymca.org.au">Ballarat.Northoshc@ymca.org.au</a></i>
		<input type="checkbox"/> <b>BMG - Maddingley Campus</b> <i>return to: <a href="mailto:bacchusmarsh.oshc@ymca.org.au">bacchusmarsh.oshc@ymca.org.au</a></i>
		<input type="checkbox"/> <b>BMG - Woodlea Campus</b> <i>return to: <a href="mailto:woodlea.oshc@ymca.org.au">woodlea.oshc@ymca.org.au</a></i>
		<input type="checkbox"/> <b>Hamilton (Gray St)</b> <i>return to: <a href="mailto:hamilton.oshc@ymca.org.au">hamilton.oshc@ymca.org.au</a></i>
		<input type="checkbox"/> <b>Newington</b> <i>return to: <a href="mailto:ballarat.urquhartoshc@ymca.org.au">ballarat.urquhartoshc@ymca.org.au</a></i>
		<input type="checkbox"/> <b>Our Lady Help of Christians</b> <i>return to: <a href="mailto:ballarat.urquhartoshc@ymca.org.au">ballarat.urquhartoshc@ymca.org.au</a></i>
		<input type="checkbox"/> <b>Portland</b> <i>return to: <a href="mailto:portland.oshc@ymca.org.au">portland.oshc@ymca.org.au</a></i>
		<input type="checkbox"/> <b>Siena</b> <i>return to: <a href="mailto:siena.oshc@ymca.org.au">siena.oshc@ymca.org.au</a></i>
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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