

Dear Valued Customers,

Effective January 1, 2025 the Office of Risk Management will be implementing an administrative processing fee to register all Youth Programs and Camps. This adjustment is necessary to continue to provide UMD with the highest quality service. Here is what you need to know:

- The fee will be \$60.00/per program or camp annually.
- **New Programs/Camps:** Programs that are new to the university are required to complete the [New Youth Camp Application](#) and submit to the Office of Risk Management no later than **February 28**. The New Youth Program and Camp Registration form for 2025 will be available on January 2, 2025. It will include mandatory fields for a USource number (previous KFS account number) and billing contact information.
- **Returning Programs/Camps:** *The Camp and Youth Program Registration Form* for 2025 will include mandatory fields for a USource Number (previous KFS account number) and billing contact information. Returning camps must register no later than **March 30**.
- Programs that do not register with the Office of Risk Management by the specified deadlines will be charged an expediting fee ***in addition*** to the original fee.
- Any program that does not register with the Office of Risk Management by May 31 will be charged for Non-Registration.

YOUTH PROGRAM/ SUMMER CAMP SCHEDULE OF FEES		
New Programs/Camps	ORIGINAL FEE	EXPEDITED FEE
Before February 28	\$60.00	N/A
After February 28	\$60.00	\$25.00
After March 31	\$60.00	\$50.00
After April 30	\$60.00	\$75.00
Returning Programs/Camps		
Before March 31	\$60.00	N/A
After March 31	\$60.00	\$25.00
After April 30	\$60.00	\$50.00
Non-Registration		\$250.00

We appreciate your understanding and continued support. If you have any questions regarding this update, please review our [website](#), [Chargeback Procedures](#), or contact us at youthprograms@umd.edu.