



# 2019 Camp Refund Request Form

Please complete this request form in its entirety and return to a Park District facility. All program refunds are subject to the established refund schedule and service charges as outlined below.

**Please check the appropriate box:**

REFUND REQUEST DEADLINES - Refunds will not be granted after the following dates:		
	7, 4 & 3-Week Camps – May 10, 2019	Busing – April 19, 2019
		Mini or Extended Camps – June 14, 2019
<input type="checkbox"/>	<b>Camp Refund Request</b> Submitted ON or BEFORE February 28, 2019	<i>A \$50 service charge per camper per camp is assessed.</i>
<input type="checkbox"/>	<b>Camp Refund Request</b> Submitted BETWEEN March 1 and May 10, 2019	<i>A \$200 service charge per camper per camp is assessed.</i>
<input type="checkbox"/>	<b>Bus Transportation Refund Request</b> Submitted ON or BEFORE April 19, 2019	<i>No service fee is assessed for requests to remove busing prior to April 19, 2019. Busing is non-refundable after this date.</i>
<input type="checkbox"/>	<b>Mini or Extended Camp Refund Request</b> Submitted ON or BEFORE June 14, 2019	<i>A \$50 service charge per camper per mini or extended camp is assessed.</i>

Date of Request: \_\_\_\_\_ Name of Participant: \_\_\_\_\_

Participant Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Program # \_\_\_\_\_ - \_\_\_\_\_ Program Name: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Name of Adult Requesting Refund: \_\_\_\_\_

Signature: \_\_\_\_\_

**Refund Guidelines:**

- Refunds will be issued back to the original form of payment submitted at the time of purchase.
- Refunds will be issued in the name of whomever initially submitted the payment.
- Direct fees, such as uniform, equipment or supply fees, are not refundable.
- Registration and the applicable payment are non-transferrable between individuals.
- A refund will not be granted if the refund amount is less than \$3.00.
- Refunds are generally processed within 3 business days of the request; however delays may be necessary to ensure accuracy.
- Confirmation of the refund will be sent via email.
- Refunds by check can take 2-4 weeks to issue. A refund to a charge card may be processed within 3 business days; however the credit may not appear on the card's statement until the next billing cycle.

**OFFICE USE ONLY**

Amt Customer Paid: \_\_\_\_\_ - Service Charge: \_\_\_\_\_ = Amt of Refund \_\_\_\_\_

Other Arrangements/Comments: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form is only for full or partial refunds initiated by customer request. If customer wants to transfer, please attach the "Internal Refund or Transfer Request for Single Participant" completed by program manager.*