



Refund Request Form

General Recreation Programs

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:

Standard Recreation Programs : No refunds permitted if requested less than <u>1 day prior</u> to the start date of the program. ParkSchool, One-Day or Special Events: No refunds permitted if requested less than <u>10 days prior</u> to the event date.		
<input type="checkbox"/>	STANDARD RECREATION PROGRAM: 10 or more days before the start date of the program	This request is being submitted to the Park District 10 or more days prior to the begin date of the program for which I am requesting a refund. \$12 service charge per request
<input type="checkbox"/>	STANDARD RECREATION PROGRAM: Less than 10 days before the start date of the program	This request is being submitted to the Park District less than 10 days prior to the begin date of the program for which I am requesting a refund. \$24 service charge per request
<input type="checkbox"/>	ONE-DAY OR SPECIAL EVENT: 10 or more days before the event start date	This request is being submitted to the Park District 10 or more days prior to the start date of the event for which I am requesting a refund. \$5 service charge per request
<input type="checkbox"/>	PARKSCHOOL: 10 or more days before the start date of the program	This request is being submitted to the Park District 10 or more days prior to the begin date of the program for which I am requesting a refund. \$200 service charge per request

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.