

Refund/Withdrawal/Transfer Request Form



- If the Park District reschedules or cancels a class, a full refund will be issued automatically by the Park District. A Refund Request Form is not required.
- If you are withdrawing from an activity at least one week prior to the start of an activity, a 100% refund will be granted. A Refund Request Form must be completed.
- If you are withdrawing from an activity less than one week prior to the start of an activity, a supervisors approval is required. A refund late fee maybe withheld from refund. A Refund Request Form must be completed.
- If you are withdrawing or requesting a refund after the activity has begun, a refund is not guaranteed. A Refund Request Form must be completed. It will be reviewed by the activity supervisor. If it is a medical reason, a doctor's note must be included with the refund.
- No refunds will be given once the activity has ended.

Today's Date: _____

Last Name: _____ First Name: _____

Address: _____ City/State/Zip: _____

Primary Phone: _____ Email: _____

Participants Name	Program or Permit #	Current Activity	# Of Classes Attended	Requested Date of Withdrawal	Activity Transferred Into	Amount Paid
1.						
2.						
3.						

Reason: _____

Activity Start Time	Refund Fee/ Proration	Supervisors' Approval	Total Refund Amount
___ Greater than 1 wk	No	No (notify supervisor)	
___ Less than 1 wk	Yes	Yes	
___ Has already started	Specify \$	Yes	

Supervisor: _____ Date Processed: _____ Staff _____

Amount Refunded: _____ Refund to: Check _____ Credit Card _____ (last 4 digits: _____) Account _____

Note on Form: _____