



REFUND REQUEST

Time/Date Stamp: _____

Emp. Initials: _____

Facility: _____

(PLEASE PRINT CLEARLY)

Participant Name: _____ Phone # _____ Household # _____

Address: _____ City/Zip: _____

Program Name: _____ Program Code: _____

REASON FOR REFUND

Applicant's Name (please print): _____ Phone # _____

Applicant's Signature: _____ Date: _____

Refund Options (please choose only one)

- Apply credit to my household that can be used on any other Park District transaction. (no processing fees)
 - Receive refund to credit card if payment was by credit card. (less 10% processing fee)
 - Receive a refund check (less 10% processing fee) minimum fee of \$5.00 / maximum fee of \$20.00.
- If there is a balance due on your household at the time the refund is processed the refund will first be applied to balance due. Any remaining credit will then be refunded.
 - You will be charged for past classes, attended or unattended, based on the date of the refund request.
 - Please allow at least 2-3 weeks for a refund check to be processed. Credit card refunds may take 3-5 business days to post.
 - Signature implies that you have read and understand this refund policy.

Refund Policy

- Filling out this form does not guarantee a refund as ALL refunds are subject to supervisor approval.
- To be considered for a refund, this form must be submitted prior to the 3rd class meeting or prior to 50% of the classes that have been held; whichever is earlier, based on the date refund request is time stamped.
- Refunds DO NOT apply to trips, golf-course and driving range fees, adult sports leagues, food and beverages, tickets to entertainment and sporting events, memberships & contracted programs or unless otherwise noted. Most of these programs are run through outside parties and we are unable to refund their services.
- You will be charged for past classes, attended or unattended, based on the date of the refund request.
- A signed refund request form must be completed in person at any of our major facilities before a refund can be considered except for classes cancelled by the Park District.
- If the Park District cancels a program, you will receive a full refund without any processing fees.
- Pro-rated refunds may be issued when accompanied by a written medical excuse from a physician and a processing fee will be charged unless credit to my household is selected above.
- If a class is full to its maximum capacity with a wait list, you may be denied a refund unless the Park District can get a wait list participant into the class.

Please file directly.