

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

# Grayslake Community Park District PROGRAM REFUND FORM

Prior to submitting a request for a refund, please review the refund policy below. This policy will be strictly enforced when making a determination on your request. Please print and provide all information.

### Refund Policy:

Individuals submitting a request for a refund will be eligible to receive a refund provided the request meets one of the criteria below:

- Prior to the registration deadline, a 100% refund, less a \$5 service charge per class is granted. Registration deadline is 1 week prior to the start of the program.
- After the registration deadline and prior to the first day of class, a 75% refund is granted, less a \$5 service charge per class.
- After the first class meeting of a recreation program, no refunds will be granted, unless it's a medical reason and then a pro-rated refund will be issued, less a \$5 service charge. A doctor's note must be present at the time of refund.
- Programs that are cancelled by the Park District, participants will receive a 100% refund.
- Refund will be credited to the Household Account for future use, unless a request is made to issue in the form of a check.

**Please note: All refunds that are for \$10 or less (excluding credit cards) will ONLY be granted a credit on their household account that can be used towards a future park district program and a check will not be issued.**

### PLEASE PRINT AND PROVIDE ALL INFORMATION BELOW!!

Family Last Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Program Code: \_\_\_\_\_ Time: \_\_\_\_\_ Program Date(s): \_\_\_\_\_

Location: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Reg. Deadline: \_\_\_\_\_

Participant's Full Name: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

### Type of Refund Requested:

Household Credit \_\_\_\_\_ Check \_\_\_\_\_ \*\* Credit Card \_\_\_\_\_

**\*\* If you paid by credit/debit card at the time of registration, your refund will automatically be refunded to your card. Please note: Credit Card refunds can take up to 48 hours to post to your account.**

### For Office Use Only:

Amount of Refund Approved: \_\_\_\_\_ Reason: \_\_\_\_\_

Rec. Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent of Recreation Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_