

Received By: _____ Date: _____



Grayslake Community Park District PROGRAM REFUND FORM

Prior to submitting a request for a refund of a Park District program, please review the refund policy below. This policy will be strictly enforced when supervisors are approving refund requests.

Refund Policy:

Filling out this form does not guarantee a refund as ALL refunds are subject to supervisor approval.

- Prior to the registration deadline, a 100% refund is granted, less a \$5 service charge per participant, per class.
- After the registration deadline and prior to the first day of class, a 75% refund is granted, less a \$5 service charge per participant, per class.
- After the first-class meeting, no refunds will be granted, unless it's a medical reason. Then a pro-rated refund will be issued, less a \$5 service charge per class. A doctor's note must be submitted with the refund form at the time of the request.
- Programs that are cancelled by the Park District will receive a 100% refund.
- If there is a balance due on your household account at the time the refund is processed, the refund will first be applied to the balance on your account. Any remaining credit will then be refunded.

Please Note: All refunds that are for \$15 or less will ONLY be granted a credit on their household account that can be used towards a future Park District program.

Please provide all information and print legibly!

Today's Date: _____

Participant Last Name: _____ Participant First Name: _____

Address: _____ City/State/Zip: _____

Primary Phone: _____ Email: _____

Name of Program: _____ Program Code: _____

Time: _____ Fee Paid: _____ Program Date(s): _____

Reason for Refund Request: _____

Type of Refund Request:

Household Credit _____ **Check** _____ ****Credit/Debit Card** _____

**** Credit/Debit Card refunds can take up to 48 hours to post to your bank account.**

For Office Use Only:

Amount of Refund Approved: _____ Reason: _____

Rec. Supervisor Signature: _____ Date: _____

Supt. of Recreation Signature: _____ Date: _____