

Received By: _____

Date: _____

Grayslake Community Park District **I LOVE LEARNING PRESCHOOL REFUND FORM**

Prior to submitting a request for a refund, please review the I Love Learning Preschool refund policy below.

Tuition is based on the total number of school days and divided into nine equal monthly installments. At the time of registration, the first and last month's tuition must be paid. The last month's tuition serves as a security deposit.

Monthly tuition payments are due on the 1st of each month, beginning October 1. Payments received after the 10th will incur a \$25 late fee. Payments not received by the end of the month will result in removal from the program, and the May tuition payment on file will be applied to that month. **No prorated fees will be issued for partial month attendance or withdrawal.** All refund requests must be submitted in writing.

Refund Policy:

- **Refund request before August 1:** Full refund minus a \$5 service fee
- **Refund request after August 1:** Full refund minus a \$100 service fee
- **Refund request after August 15:** No refunds will be granted. The last month's tuition collected at registration will not be refunded.

PLEASE PRINT AND PROVIDE ALL INFORMATION BELOW

Family Last Name: _____ Today's Date: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Home Phone: _____

Name of Program: **I Love Learning Preschool**

Program Code: _____ Days Attend School: _____ Time: _____

Location: _____ Fee Paid: _____

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: _____