

## SPORT REFUND REQUEST

*Flag Football & Cheerleading, Girls Softball, Boys Lacrosse, Soccer and Wrestling*

**Start Dates:**

**Boys Lacrosse** – March 1<sup>st</sup>

**Flag Football & Cheerleading** – August 1<sup>st</sup>

**Girls Softball** – April 1<sup>st</sup>

**Soccer** – March 15<sup>th</sup>

**Wrestling** – 1<sup>st</sup> Full week of November

**Participant's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Payer's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Payer's Address:** \_\_\_\_\_ **City/Zip Code:** \_\_\_\_\_

*Was this address used when registering? YES\_\_ NO\_\_*

**Program Name:** \_\_\_\_\_ **Program Number:** \_\_\_\_\_

**REASON FOR REFUND:**

---



---

### REFUND POLICY

- Refunds turned into the Central Park Building prior to one (1) month of the program start date (see above) will be issued in their entirety and in accordance to the refund policy.
- Refunds made between one (1) month prior to the official start date and up to seven (7) days after the official start date of the sport will receive a 50% refund on the registration fees. If a uniform fee is paid separately, and the uniform was ordered, you will be given the uniform. If the uniform has NOT been ordered, the full fee for the uniform will be returned.
- Filling out this form does not guarantee a refund as ALL refunds are subject to Supervisor approval
- No refunds will be approved when turned in seven (7) days after the official start date of the program (see above dates).
- If money is paid for a fundraiser, it is non-refundable.
- The volunteer fee will be refunded at any point.
- A signed refund request form must be completed, in person, at the Central Park Building before a refund can be considered, except for classes cancelled by the Park District.
- If there is a balance due on your household at the time the refund is processed, the refund will first be applied to the balance due on the household account. Any remaining credit will then be refunded according to policy.
- An \$8.00 processing fee will be applied to the refund.
- Refunds with a medical condition must have a doctor's note turned in with refund request form prior to the end of the program, and refund will be prorated calculated on weeks.
- Please allow 6-8 weeks for a refund check to be processed and sent by mail.
- Signature implies that you have read and understand the Park District Refund Policy.

**Payer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>DEPARTMENT APPROVAL</b>	
<i>The Oak Forest Park District will complete this section.</i>	
Amount Paid: _____	Date Received: _____
Processing Fee: _____	Supervisor: _____
Prorated Attendance: _____	Date Approved: _____
Unpaid Household Balance: _____ for _____	
Total Refund Amount: _____	<i>Revised December 7<sup>th</sup>, 2016</i>