



A refund will be issued when a “refund request form” is submitted 10 business days prior to the first class meeting. This allows other Park District residents the opportunity to fill the open spot.

All requested refunds will be assessed a service charge of \$3.00 or 10%, whichever is less with a minimum charge of \$1.00.

No refunds will be granted after the first meeting of any program unless:

1. A valid physician’s written excuse; or
2. Proof of relocation out of the area is submitted to the office

NO refunds will be granted for trips unless a substitute can be found. **NO** refunds for pool passes. **NO** refunds will be granted for MEMBERSHIPS for any reason. **NO** refunds or make-up classes will be granted for unattended classes once the session has started. The Park District reserves the right to review and make the final decision on all refunds. If a transfer is initiated by the Park District, no service fee will be charged.

Office Use Only: staff initials _____ date _____

W/L: NO YES

Application for Refund

DATE _____

_____ **Credit My Geneva Park District Account**

_____ **Issue A Refund To Me.** *Note: Refund will be issued using the same payment method as the original payment for this transaction. Cash payments will be refunded by check.*

NAME OF REGISTRANT _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE _____

NAME OF PROGRAM _____

PROGRAM CODE # _____

REASON FOR REFUND REQUEST _____

SIGNATURE OF APPLICANT _____

----- **OFFICE USE ONLY** -----

Approved _____ Disapproved _____ Date _____

Reason for Disapproval _____

Date called advising of disapproval _____ Initials _____ Participant’s Response: _____

Accounting Dept.

_____ Check _____ Credit Card _____ Credit GPD Acct.

Class Fee _____

Amount of Refund _____

Date of Refund _____

Superintendent of Recreation

Refund Calculation