



Refund/Transfer Request Form

Please fill out this form carefully. Incomplete or inaccurate information will delay your request.

Date: _____/_____/_____

Refund

Transfer

Name (Participant): _____

Home Phone #: _____

()

Address: _____

Cell Phone #: _____

()

City, Zip _____

E-Mail Address: _____

Program Name: _____

Program #: _____

Transfer Program Name: _____

Transfer Program #: _____

Reason for Request: _____

REFUND POLICY

If a program is cancelled, a full refund will be given. Refunds will be considered for medical reasons if at least half of the program remains. Requests for refunds must be made prior to the program's completion. Refunds are subject to a \$5 service charge. Approved refunds will be prorated if the class has already started. Refunds are sent to those whose requests have been approved within 30 days of the request. NSF checks – a \$25 service charge will be addressed on all NSF checks.

To receive a refund: You must attend at least two class sessions. If you are not satisfied with the quality of the instruction, please fill out a Refund/Transfer Request. This form must be filled out prior to the third class meeting. Your input on this form will help us focus on where improvement is needed. You can mail, fax, drop off or email this form to a Guest Services Manager at guestservices@dtpd.org. Upon receiving your completed form by the third class, we will process your class refund, which will take approximately two weeks.

Person
Requesting
Refund _____

Signature _____

(18 years or older or Parent/Guardian)

Date _____

RETURN FORM TO THE PARK DISTRICT

Dundee Township Park District Rakow Center
665 Barrington Ave., Carpentersville, IL 60110
FAX: (847) 262-3609

Randall Oaks Recreation Center
500 N. Randall Rd., West Dundee, IL 60118
FAX: (847) 428-4880

Website: www.dtpd.org
Email: guestservices@dtpd.org

OFFICE USE ONLY

Approved

Denied

Amount Paid _____

Supervisor's Initials _____

Amount Withheld _____

Date _____/_____/_____

Refund Fee \$5.00

Staff Initials _____

Total Refund _____