



# 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 Number: \_\_\_\_\_

Transfer Program Name: \_\_\_\_\_

Transfer Program Number: \_\_\_\_\_

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 \$10 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. This Refund/Transfer Request Form is available at the Rakow Center and the Randall Oaks Recreation Center front desks or can be downloaded at <http://www.dtpd.org/registration-information/>. You can mail, fax, drop off or email this form to a Guest Services Manager at [guestservices@dtpd.org](mailto: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

### Mail In, Drop Off, Fax or Online:

Dundee Township Park District Rakow Center  
665 Barrington Ave.  
Carpentersville, IL 60110  
FAX: 847-836-2380

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

Website: [www.dtpd.org](http://www.dtpd.org)

## OFFICE USE ONLY

Approved

Denied

Amount Paid \_\_\_\_\_

Supervisors Initials \_\_\_\_\_

Amount Withheld \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Refund Fee \$5.00**

Staff Initials \_\_\_\_\_

Total Refund \_\_\_\_\_