



BUFFALO GROVE PARK DISTRICT

Registration Change Form

Policies – Please Read

Office Use Only:

Date Stamp:

Received by

Front Office

All refunds subject to a \$5 administrative service fee.

A receipt will be issued to confirm your transfer request.

A request for a registration refund/change must be received a minimum of five days prior to the first program meeting.

Registrations paid by cash or check will be refunded by check. Registrations paid by credit card will be refunded by a credit back to the account.

Some programs may qualify for a prorated refund, if due to an injury or illness and accompanied by a doctor's note. The refund will be based on the number of classes attended and the date the refund request is received. A \$5 administrative service fee will be assessed.

Refunds under \$10 will automatically be credited to your Buffalo Grove Park District account to be used for future programs.

Refund checks will be mailed to participants approximately 2-3 weeks after approval is received.

To be filled out by Participant or Parent/Guardian:

Home Phone: _____ Program Code #: _____

Program Name: _____

First Name: _____ Last Name: _____

Address: _____ City: _____ Zip: _____

Choose one:

I am requesting a: _____ **Transfer** to another Program

Please enter program code # you wish to be transferred to: _____

I am requesting a: _____ **Withdrawal** (Please indicate reason)

_____ Conflict

_____ Medical (Doctor's Note is Required)

_____ Dissatisfied, Reason: _____

_____ Other, Reason: _____

Signature of Participant or Parent/Guardian

Date

For Office Use Only:

Notes: _____

Receipt #: _____

Tender: _____

Supervisor: _____

Date Submitted: _____

_____ Fee Paid

minus _____ Prorated Amount (if applicable)

minus _____ Service Fee

_____ Total Refunded

Refund/Transfer Entered by: _____

Date Entered: _____