



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: \_\_\_\_\_