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**Application for Refund form must be submitted 10 business days prior to the first class meeting. This allows other Park District residents the opportunity to fill the open spot.**

All refund requests granted 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**