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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**