

Request for Refund



Geneva
PARK DISTRICT

710 Western Avenue
Geneva, IL 60134
Phone: 630-232-4542
Fax: 630-232-4569
Email: info@genevaparks.com

REFUND POLICY:

Request for Refund form must be submitted 10 business days prior to the first class meeting.

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 (per session).

No refunds or make-up classes will be granted for missed classes unless; a valid physician's written excuse or proof of relocation out of the area is submitted to the office.

The refund policy does not apply to: "non-refundable" trip tickets, unless the park district is able to resell tickets; Preschool Program Deposits, unless the class space can be filled prior to the start of the program; contracted classes unless a replacement can be found.

Kids' Zone registration fee; Camp Payment Plan fee; Fitness Memberships and Pool Passes are non-refundable.

Geneva Park District has the right to review and make the final decisions on all refunds. Please allow 10-14 business days for your refund to reflect in your account.

- Credit my GPD Account
 Transfer the funds to a new registration (please attach registration form)
 Issue a refund to me

Please Note: Refund will be issued using the same payment as the original payment for this transaction. Cash payments will be refunded by check.

Participant Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Name of Program: _____

Program Code #: _____

OFFICE USE: W/L NO YES _____

Reason for Refund Request: _____

Parent/Guardian Signature: _____ Date: _____

Please Print Parent/Guardian Name: _____

Approved Disapproved Date: _____ Supervisor: _____

Notes: _____

REFUND CALCULATION:

Supt. of Recreation
Approval

Amount Paid: _____ Amount of Refund: _____

Check Credit Card Credit GPD Account Date: _____ Processed by: _____

OFFICE USE ONLY

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