

# Refund Request Form

1401 N. Midlothian Road, Mundelein, IL 60060  
 847.566.0650 • Fax 847.566.8557  
 www.mundeleinparks.org



*\*If this is a rental refund, please refer to your rental agreement for fee refunds.*

- If the Park District reschedules or cancels a class, a full refund will be issued automatically by the Park District. A Refund Request Form is not required.
- If you are withdrawing from an activity at least one week prior to the start of an activity, a 100% refund will be granted. A Refund Request Form must be completed.
- If you are withdrawing from an activity less than one week prior to the start of an activity, a 100% refund will be granted minus a \$5 service charge per registrant, per activity. A Refund Request Form must be completed.
- If you are withdrawing or requesting a refund after the activity has begun, a refund is not guaranteed. A Refund Request Form must be completed. It will be reviewed by the activity supervisor. If it is a medical reason, a doctor's note must be included with the refund.
- No refunds will be given once the activity has ended.

**ISSUE REFUND TO:**

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Participant/Organization	Activity/Rental	Activity #/ Permit #	# of Classes Attended	Activity/Per- mit Date	Amount Paid
1.					
2.					
3.					

**Reason for Refund** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY:**

Activity Start Time	\$5 Fee	Refund Amount	Supervisor's Approval	Notes re: Amt to be Refunded
<input type="checkbox"/> Greater than 1 week	No	100%	Not Needed	
<input type="checkbox"/> Less than 1 week	Yes	100%	Not Needed	
<input type="checkbox"/> Has already started	Yes	Specify: \$	Initials Needed:	

**Refund Processed By:** \_\_\_\_\_ **Date Processed:** \_\_\_\_\_ **Note on Form:** \_\_\_\_\_

**Amount Refunded:** \_\_\_\_\_ **Refund to:**  Check  Credit Card (last 4 digits: X \_\_\_\_\_)  To Account