

Refund/Transfer Request Form

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



- 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.

Today's Date: _____

Last Name: _____ First Name: _____

Address: _____ City/State/Zip: _____

Primary Phone _____ Secondary Phone: _____

Email: _____

Participant's Name	Activity	Activity Code	# of Classes Attended	Refund or Transfer	Activity Code Transferring into	Amount Paid
1.						
2.						

Reason _____

OFFICE USE ONLY:

Activity Start Time	\$5 Fee	Refund Amount	Supervisor's Approval	Notes: (Amount to be refunded, Extra payment required, etc.)
<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

Transfer Processed By: _____ Date Processed: _____ Note on Form: _____

Additional Payment Required: Check Credit Card (last 4 digits: X _____)