



CHEVIOT HILLS RECREATION CENTER

City of Los Angeles Department of Recreation & Parks
2551 Motor Avenue, Los Angeles, CA 90064
(310) 837-5186 cheviothills.recreationcenter@lacity.org



REQUEST FOR REFUND

REFUND POLICY:

After the Wednesday prior to the week of the activity beginning, **no refunds will be issued unless the program is canceled by the Recreation Center. A 15% administrative fee will be assessed** by the City of Los Angeles Department of Recreation and Parks for any patron granted a refund.

There are no refunds or credits for missed days by the participant. Additional fees may be charged for any supplies, uniforms or trophies ordered for the activity/program.

REFUNDS CAN TAKE UP TO 6-8 WEEKS. CREDIT CARD PAYMENTS WILL BE REFUNDED TO THE ORIGINAL CREDIT CARD USED; IF YOU PAID WITH CHECK, A CHECK WILL BE MAILED TO THE ADDRESS BELOW.

PATRON/ACCOUNT HOLDER INFORMATION

FIRST & LAST NAME: _____

ADDRESS (STREET, CITY, ZIP): _____

PHONE NUMBER: _____ EMAIL: _____

PARTICIPANT NAME: _____

ACTIVITY INFORMATION Write activity details on the line below

- CAMP: _____
- CLASS: _____
- LEAGUE: _____
- OTHER: _____

REASON FOR REFUND

- ACTIVITY CANCELLED BY REC CENTER
- SCHEDULING CONFLICT
- ILLNESS/INJURY (DOCTOR'S NOTE NEEDED)
- OTHER: _____

PATRON SIGNATURE: _____ DATE: _____

----- FOR OFFICE USE ONLY -----

STAFF RECEIVED BY: _____ DATE: _____

15% ADMIN KEY			
\$250	(\$37.50)	=	\$212.50
\$200	(\$30.00)	=	\$170.00
\$180	(\$27.00)	=	\$153.00
\$168	(\$25.20)	=	\$142.80
\$75	(\$11.25)	=	\$63.75
\$70	(\$10.50)	=	\$59.50
\$64	(\$9.60)	=	\$54.40
\$10	(\$1.50)	=	\$8.50

AMOUNT PAID: \$ _____

15% ADMIN FEE: \$ _____

*OTHER FEE(S): \$ _____

*(\$ _____ X _____ # OF _____ ATTENDED GAMES/DAYS)

HHID: _____

TOTAL REFUND: \$ _____

RT#: _____ DATE: _____ TW#: _____ DATE: _____

PROCESSED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____