



City of Los Angeles Department of Recreation & Parks
STONER RECREATION CENTER
 1835 Stoner Ave. Los Angeles, CA 90025
 (310) 479-7200 ~ rap.stonerrc@lacity.org



REFUND REQUEST FORM

REFUND POLICY:

Full refunds are only issued when the Recreation Center cancels the activity. **A 15% admin fee is assessed for all refunds.** After the first day of a session, the Recreation Center may issue a partial refund to patrons withdrawing from the activity. Additional Fees may be charged for any classes or games the patron attended, uniforms, or trophies ordered. **REFUNDS CAN TAKE UP TO 6-8 WEEKS TO PROCESS.**

PATRON/ACCOUNT HOLDER INFORMATION: (PLEASE WRITE INFORMATION NEATLY)

First Name: _____		Last Name: _____	
Address: _____	City: _____	Zipcode: _____	
Best Contact #: _____		Email: _____	

ACTIVITY INFORMATION: (WRITE/CIRCLE INFORMATION BELOW)

Participant Name: _____					
Year: _____	Session: _____	- Winter	- Spring	- Summer	- Fall
Activity Type: _____	- Sports League	- Class	- Camp	Other: _____	
Activity Name/Sport Division : _____					

REASON FOR REFUND: (CIRCLE REASON OR WRITE IN DIF. REASON)

- Activity Canceled by Recreation Center	- Scheduling Conflict	- Practice Conflict
- Illness/Injury (Doctor's note required for full refund) Other: _____		
Patron's Signature: _____		Date: _____

FOR OFFICE USE ONLY:

Staff Received By: _____	15% Administrative Fee									
HHID: _____	Other Fee(s): _____									
Amount Paid: _____	(\$ _____ x #of* Attended)									
<table border="1"> <tr> <th colspan="3">Key: 15% Admin Fee</th> </tr> <tr> <td>\$10 (1.50)= \$8.50</td> <td>\$50 (7.50)= \$42.50</td> <td>\$60 (9.00)= \$51.00</td> </tr> <tr> <td>\$65 (9.75)= \$55.25</td> <td>\$90 (13.50)= \$76.50</td> <td>\$200 (30.00)= \$170.00</td> </tr> </table>		Key: 15% Admin Fee			\$10 (1.50)= \$8.50	\$50 (7.50)= \$42.50	\$60 (9.00)= \$51.00	\$65 (9.75)= \$55.25	\$90 (13.50)= \$76.50	\$200 (30.00)= \$170.00
Key: 15% Admin Fee										
\$10 (1.50)= \$8.50	\$50 (7.50)= \$42.50	\$60 (9.00)= \$51.00								
\$65 (9.75)= \$55.25	\$90 (13.50)= \$76.50	\$200 (30.00)= \$170.00								
<table border="1"> <tr> <td>Total Refund</td> <td>Refund Type: _____</td> <td>Check/Credit</td> <td>RecTrac Credit</td> </tr> </table>		Total Refund	Refund Type: _____	Check/Credit	RecTrac Credit					
Total Refund	Refund Type: _____	Check/Credit	RecTrac Credit							

RT: _____	Date: _____	TW: _____	Date: _____
Director's Signature: _____		Date: _____	
Supervisor's Signature: _____		Date: _____	
Notes: _____			