

REFUND REQUEST FORM

REFUND POLICY:

Once the program begins, no refunds will be issued unless the program is cancelled by the Recreation Center. A non-refundable 15% administrative fee will be assessed by the City of Los Angeles Department of Recreation and Parks for any patron granted a refund, change, or transfer. Additional fees may be charged for any classes or games the patron attended, uniforms, or trophies ordered.

PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY:

PAYERS LAST NAME: _____ PAYERS FIRST NAME: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Participant Name: _____

Activity Name: _____

Session: _____

Reason for Refund

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____

----- TO BE COMPLETED BY OFFICE STAFF -----

RECEIVED BY: _____ DATE: _____

\$ _____ (Activity Cost) - \$ _____ (15% Administrative fee)

\$ _____ (\$ _____ x _____ # of * _____ attended)
*classes, camp days, games, etc

\$ _____ other fees (_____)

= \$ _____ TOTAL REFUND

Online Receipt (RW) Number: _____ Date: _____

Online Transmittal (TW) Number: _____ Date: _____

Processed Online By: _____ Date: _____

Refund Approved Online By: _____ Date: _____