



CITY OF LOS ANGELES

DEPARTMENT OF RECREATION AND PARKS
STUDIO CITY RECREATION CENTER
12621 RYE ST. STUDIO CITY, CA 91604
Phone: (818) 769-4415 Fax: (818) 769-4724
Email: studiocity.recreationcenter@lacity.org



Date: ____/____/____

Patron,

Full refunds are only issued when the Recreation Center cancels the activity. A 15% processing fee is assessed for all approved refunds. Changes or transfers per class, sports league or day camp registration may be assessed additional fees.

Classes/Camps:

After the first day of session, the Recreation Center issues partial refunds to patrons withdrawing from the activity. Partial refunds for camps will be issued only for weeks not attended.

Sports Leagues/Camps:

Refunds will NOT be issued after the first game of the season.
Refunds will NOT be issued for camp for missed days.

Our office will process refunds once a month. It takes between 6-8 weeks for the Controller's Office to issue the refund check, after it has been processed by our office.

Child's Name: _____ Child's Birthday: ____/____/____

Program enrolled in: _____

The reason for the request:

- Use my refund for a scholarship.
- Process my refund
- Credit

Guardian's Name _____ Guardian's Signature _____