

REFUND REQUEST FORM

The Chesterfield Township Parks and Recreation Department will consider refunds for programs and leagues under the following circumstances:

- Refunds cannot be processed for one-time programs, trips, ticket sales, or special events.
- For programs meeting four times or less, Refund Requests must be made prior to the first meeting.
- Prior to the second scheduled program meeting a refund request will be accepted and reviewed by submitting a Refund Request form. A \$5.00 processing fee, plus any cost incurred (pro-rated attendance, shirts, equipment, tickets, etc...) by the department will be assessed against the fee to determine the refund. Refunds cannot be processed after the second scheduled program meeting or league practice.
- All Refund Requests are subject to review by staff from the Department of Parks & Recreation and the Treasurer's Office.
- All moneys approved for refunds, regardless of payment method, will be issued by check from the Finance Department. Please allow approximately three to four weeks for checks to be issued.
- Chesterfield Township Department of Parks and Recreation reserves the right to review these procedures and administer refunds in the best interest of the participants and generally approved accounting procedures.

Participant's Name: _____

Program: _____ Program Start Date: _____

Reason for Request: _____

MAIL CHECK TO:

Name: _____

Address: _____

Phone #: _____

Signature: _____ Date: _____

STAFF USE ONLY

Customer's Method of Payment: Cash _____ Check _____ MC/VISA _____

Amount Paid: _____

Processing Fee: \$5.00

Program Cost: _____

Approved By: _____

Date: _____

Comments: _____

Total Due: _____