



## Village of Mahomet Parks & Recreation Refund Application

A refund application form must be filled out and submitted to the Mahomet Parks & Recreation Department office in order to receive consideration for a refund. We cannot accept telephone Refund Application Requests for **ANY** Parks & Recreation activity. All requests must be made by mail or in person during regular office hours.

- **NO** refunds on "league" programs once teams are set up and posted on our website.
- **NO** refunds will be given after the start of the program.
- **NO** refunds for certain special events. (i.e.; recreation trips, camps, clinics, contracted classes, etc.)

All refunds will not include any online convenience fees and are subject to a \$10 Administrative Service Fee (per registration). Except under the following circumstances:

- Refund is initiated by the Park & Recreation Department
- Doctor's note is submitted with Refund Application Form prior to the start of the program

Date: \_\_\_\_\_

Participant Name: \_\_\_\_\_ Activity/  
Sport: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for Refund Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Village of Mahomet Parks & Recreation Department Director reviews all refund applications. Refunds will be submitted to the Village Board for approval. The Village Board meets on the fourth Tuesday of every month. Approved refunds will be mailed the next business day. Please allow 6 to 8 weeks for the refund application to be processed.

### **Office use only:**

Director's Approval: \_\_\_\_\_

#### **RecDesk:**

- Print payment Detail  Issue Refund  Delete from program  
 Email Coach  Spreadsheet  3 Ring Binder  
 Copy  Submit to office  Check Waiting List

Refund Amount Calculation: \_\_\_\_\_

Fund.	
Acct. #	<b>11-10-7410</b>
Amount:	_____
Date Paid:	_____
Ck#	By: _____