



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. #	11-10-7410
Amount:	_____
Date Paid:	_____
Ck#	By: _____