



## Refund Request Application

A refund application form must be filled out and submitted to the Mahomet Parks & Recreation Department office 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 \$15 Administrative Service Fee (per registration). Except under the following circumstances:

Refund is initiated by the Parks & Recreation Department

Doctor's note is submitted with Refund Application Form prior to the start of the program.

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

Participant Name: \_\_\_\_\_ Program: \_\_\_\_\_ 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 4 to 6 weeks for the refund application to be processed.

### **Office use only:**

Recreation Manager Approval: \_\_\_\_\_

**RecDesk:**

- Print payment Detail
- Issue Refund
- Delete from program
- Email Coach
- Update Rosters
- Submit to Rec Manager
- Submit to Accounting

G/L: **11-10-7410**

Amount: \_\_\_\_\_

Invoice #: \_\_\_\_\_

By: \_\_\_\_\_