

Date: _____

Norridge Park District Refund Request Form

Phone Number: _____ Amount of Credit \$ _____

Family Credit to: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Class Participant: _____

Check Refund (Refund will be mailed in 4 – 6 weeks)

Credit Card Refund (Returned to card in 5 business days)

Account Number	Program Name

Reason for Refund: _____

Norridge Park District Refund Policy:

Programs may be cancelled due to low enrollment or instructor availability; subsequently, participants will be notified and offered an alternate program choice if one is available; otherwise, a full refund will be issued.

NO CASH REFUNDS WILL BE GIVEN. All refund checks will be mailed within 4 to 6 weeks from the time of request. Credit cards will be issued a credit to the proper account.

BEFORE A PROGRAM BEGINS

A full refund, less a \$5 service charge, will be given if a participant withdraws from a class at least 48 business hours prior to the first scheduled day.

AFTER A PROGRAM BEGINS

- A refund will ONLY be given during the first half of the scheduled session for an illness (a doctor’s excuse must be presented).
- Refunds will not be given for any reason during the second half of a scheduled session.

SPECIAL REFUND CONSIDERATIONS

- **Contracted Programs:** Some programs are contracted through independent parties. In some instances, pro-rates refunds due to illness may not be issued.
- **Trips & Adult Sport Leagues:** 48 hour notice must be given and the vacancy must be filled by another participant in order for a refund to be given.
- **Early Care & Preschool Academy:** Programs are excluded from the refund policy. Please contact the facility directly for more information.

Participant/Guardian Signature

Registrar Completed by

Manager Approval