



REFUND / TRANSFER / CREDIT REQUEST

A full refund will be provided up to two (2) days before the registration deadline. In the event of no registration deadline a full refund will be provided up to two (2) days before the start of the activity, event, or program. After that point, the refund will be pro-rated. Refund will be processed within 15 business days.

Household Information

Household ID Number:	Household Phone #:	Date:
Household Name:		Participants Name:
Street Address 1:		
City:	State:	Zip Code:

Reason for Request:

<input type="checkbox"/> Deposit Return	Internal Class Cancellation (Staff use only)
<input type="checkbox"/> Other (Reason must be entered below)	<input type="checkbox"/> Low Enrollment <input type="checkbox"/> No Instructor

Reason: _____

Type of Refund

Refund method (select one option):

<input type="checkbox"/> Transfer	<input type="checkbox"/> Credit: Apply to Household	<input type="checkbox"/> Refund: Check
-----------------------------------	---	--

Program Information

	If transferring to another program please complete the following:
Program Name:	Program Name:
Begin Date:	Begin Date:
Code / Res #:	Code / Res #:
Fee:	Fee:
Refund Amount:	Refund Amount:

Office Use Only

Form Completed by: _____	Date: _____	Notes:
Supervisor Approval: _____ <small style="text-align: center;">Place Signature Stamp above</small>	Date: _____	
RecTrac Refund Completed by: _____ <small style="text-align: center;">Place Signature Stamp above</small>	Date: _____	
Check Processed by: _____ <small style="text-align: center;">Place Signature Stamp above</small>	Date: _____	