



Sugar Grove Park District

www.sgparcs.org Phone: 630.466.7436 Fax: 630.466.8675

Cancellation Form

ALL REFUNDS ARE SUBJECT TO FINAL APPROVAL BY PROGRAM SUPERVISOR
ALL REFUNDS ARE SUBJECT TO A \$10.00 SERVICE CHARGE

Sugar Grove Park District Application for Program Refund

◆ **Class Cancellations/Park District Closings:**

Class cancellations or Park District closings will result in a refund that will be mailed to the person who was enrolled in the class unless participant is a minor, the refund will go to the Parent/Guardian who signs the registration form. If you wish to apply this refund to another class, you must notify the Park District immediately.

◆ **Refund 5 Business Days Prior to Class:**

Refund requests received **5 business days before** the first class meeting will be accepted, less a \$10.00 service charge. **If application is received less than 5 business days prior to start of program and it causes enrollment to fall below minimum and the spot cannot be filled, no refund will be given.**

◆ **Refunds After Start of Program:**

Refund request received after the second meeting of the program will not receive a refund with the exception of a written medical excuse prior to completion of the program. Fees will be pro-rated starting with the day the refund form is received in the Park District Office. A \$10.00 service charge and program supply costs will be deducted from the amount of refund for each program, including medical reasons. **Medical excuses will result in a pro-rated based upon number of classes held prior to the date listed on the physician excuse. If program falls below the minimum required and the spot cannot be filled, no refund will be given.**

◆ **One-day Program Refunds:**

Applications for refunds for one-day programs must be submitted 5 business days prior to class starting in order to receive a refund. Refunds will not be accepted after the class has ended. *All refunds will be issued in the form of a check when application is applied for before the class starts. Checks are processed by the Sugar Grove Park District office bi-weekly and sent via mail. *All refunds applied for are subject to a **\$10.00 service charge**. In stances where fees are \$10.00 or less, the service charge will be based on 10%.

Date of Application for Refund					Program Name		Dates		Session #		Program Fees	
Participant's Name				Parent's Name (if participant is a minor)				Telephone (daytime)				
Street Address			City		State		Zip		E-Mail Address			
Reason for withdrawal:												
I HAVE READ AND UNDERSTAND THE REFUND POLICY IN THIS APPLICATION.								_____ Parent/Guardian signature				