

ROSWELL RECREATION AND PARKS DEPARTMENT
REFUND REQUEST FORM

REFUND INFORMATION: A \$10 fee will be charged for refunds requested 5 or more business days prior to program starting date. A fee of \$25 or 25% (which ever is less) will be charged if requested less than 5 business days before the program starting date. A fee of 50% will be charged if requested before the 2nd meeting date. No refunds will be accepted after the 2nd meeting. Tryouts are considered the starting date for athletic programs. The first practice is considered the 2nd meeting for athletic programs. Refund request forms are available at the Community Activity Building during building hours. Phone-in requests are not accepted. A refund check or a letter of explanation for denied requests will be mailed within three weeks.

Date

Reason Refund Requested

Person Requesting Refund

Participant Phone Date of birth

Program Name Program # Program Start Date

FOR OFFICE USE ONLY

Received By Date Location Form of Payment

Refund Processor Approved Denied Date Processed Check #

Staff Comments

Total Amt Pd. Less Refund Fee Less Other Charges Total Refund