



Buffalo Grove  
Park District

# Refund / Transfer Request Form

*Refund / Transfer Policies – Please Read*

Office Use Only:  
Date Stamp:

Received by Front Office

All refunds subject to a \$5 administrative service fee.

A request for a refund must be received a minimum of five days prior to the first program meeting.

Some programs may qualify for a prorated refund, if due to an injury or illness and accompanied by a doctor's note. The refund will be based on the number of classes attended and the date the refund request is received. A \$5 administrative service fee will be assessed.

Refunds will be mailed to participants approximately 2-3 weeks after approval is received.

Enrollments paid by cash or check will be refunded by check. Enrollments paid by credit cards will be refunded by a credit back to the account.

Refunds under \$10 will automatically be credited to your Buffalo Grove Park District account to be used for future programs.

A receipt will be issued to confirm your transfer request.

Please see the back of this form for the following program Refund Policies: Preschool, Clubhouse and Senior programs.

### *To be filled out by Participant or Parent/Guardian:*

Home Phone: \_\_\_\_\_ Program Code #: \_\_\_\_\_

Program Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Choose one:

I am requesting a: \_\_\_\_\_ **Transfer** to another Program

Please enter program code # you wish to be transferred to: \_\_\_\_\_

I am requesting a: \_\_\_\_\_ **Refund** (Please indicate reason)

\_\_\_\_\_ Conflict

\_\_\_\_\_ Medical (Doctor's Note is Required)

\_\_\_\_\_ Dissatisfied: Explain \_\_\_\_\_

\_\_\_\_\_ Other: Explain \_\_\_\_\_

\_\_\_\_\_  
Signature of Participant or Parent/Guardian

\_\_\_\_\_  
Date

### *For Office Use Only:*

Notes _____	_____	Fee Paid
_____	minus _____	Prorated Amount (if applicable)
_____	minus _____	Service Fee
	_____	Total Refund

Supervisor: \_\_\_\_\_

Refund / Transfer Entered by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Entered: \_\_\_\_\_

### Preschool Refund Dates

- A full refund minus the deposit will be accepted until August 15 of the current school year.
- Refund requests received between August 16 and one week prior to the start of preschool will receive a 25% refund.
- Within one week prior to the start of preschool, no refund will be given except for medical reason. A doctor's note would be required.
- Refunds will not be given for vacations or illnesses.

### Clubhouse Refund Policy

Refunds of monthly tuition will be given if the participant moves out of the school district, withdraws from the program, or for an extended medical reason (five days in a row or more), documented by a doctor's note. The refund for moving or withdrawals will be prorated based upon your child's last day of attendance and your written notification of withdrawal. Refunds or credits will not be given for snow days, vacation, illness, extracurricular activities, or other temporary childcare arrangements.

### Senior Programs

Refunds for trips and contractual workshops will only be issued if the spot can be filled from the waiting list.