



## SUMMER CAMP REFUND REQUEST FORM

REFUND POLICY: Morning Camp: 50% Refund of any Program Session payment will be given if the session is canceled in writing by the parent/guardian at least 21 days before the session starts. If a written cancellation notice is given after the 21-day deadline, no refund will be given. After Camp: 50% Refund of any After Camp class payment will be given if the session is canceled in writing by the parent/guardian by Thursday at noon of the prior week. The Village will give consideration, at its sole discretion, for a full refund for After-Camp programming if the parameters or timing of the program were changed by the Village after the camper was registered.

### REGISTRATION INFORMATION

PARTICIPANT(CHILD) \_\_\_\_\_

REGISTRANT NAME (ADULT) \_\_\_\_\_

COMPLETE MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS & CELL PHONE \_\_\_\_\_

### REFUND REQUEST

Please include detailed description of program - week - day - time if applicable

\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUEST

\_\_\_\_\_  
\_\_\_\_\_

AMOUNT REQUESTED (50% Of Program Session Payment) \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

**PLEASE NOTE: unless you receive notification otherwise, all approved refunds will be issued by check to the address listed above at the close of summer programming - Sept./Oct. 2023**

**OFFICE USE ONLY – Refund has been approved according to the policy stated above.**

**CAMP DIRECTOR OR ADMINISTRATION INITIALS:** \_\_\_\_\_ **APPROVAL DATE:** \_\_\_\_\_

**NOTES**

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