



# Evergreen Park & Recreation District Transfer/Credit/Refund Form

- The Department Supervisor **MUST** approve this form.
- \$5 Processing Fee required for all transfers, credits, and refunds.
- Additional \$10 check processing fee charged for refunds.
- If a class is cancelled or you are on a wait list, you will be given a Household District Credit, unless specified (no processing fee charged).
- Credits and refunds must be requested within 5 working days prior to the start of the activity. Attendance is prorated for refunds.
- No credits or refunds are approved after session starts unless medical reason exists.
- For an extension to passes, proper documentation must be provided.
- Credit is automatically given if a class is canceled or the student does not get into the class.
- Refunds will be in the form of a Credit unless a check is requested.
- It may take 3-4 weeks to receive a refund check.

Today's Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Request: **Transfer** \_\_\_\_\_ **Household Credit** \_\_\_\_\_ **Refund** \_\_\_\_\_ **Extension** \_\_\_\_\_

Registrant's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Class Name: \_\_\_\_\_ Class #: \_\_\_\_\_ Amt. Paid: \_\_\_\_\_

Registration #: \_\_\_\_\_ Reg. Date: \_\_\_\_\_

Reason for request: \_\_\_\_\_

**Transfer:**

Transfer to Class Name: \_\_\_\_\_ Class #: \_\_\_\_\_

Additional class fee collected for new class plus transfer fee: \_\_\_\_\_

Class Fee Difference: \_\_\_\_\_ District Credit \_\_\_\_\_ Amount Owed: \_\_\_\_\_

Attach Transfer Fee Registration Receipt: Fee Reg. #: \_\_\_\_\_ Date: \_\_\_\_\_

**Household Credit: See Amount Received Below**

**Refund Check:**

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

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

OFFICE USE ONLY			
GL CODE:		SUPERVISOR:	
AMOUNT PAID:		DATE:	
LESS: USAGE CHARGE		COMPLETED BY:	
LESS: TRANSFER FEE		DATE:	
LESS: CK PROCESS FEE		CK PROCESS BY:	
TOTAL REFUND or CREDIT:		DATE:	