

# Frankfort Park District Refund Policy

Refunds of 100% will be made, less a \$5.00 service charge, if notified at least 2 working days prior to the start of the program or if a doctor's note is provided for an injury or illness. The doctor's note and a completed refund form must be submitted to us within a week of the doctor visit. A 50% refund will be given if notified prior to the second course meeting. There will be NO refunds given for one-day programs, trips, special events, or leagues – once the teams are made. Full refunds are granted without penalty for: A refund that is initiated by the Park District (i.e. low enrollment/cancelled class.)

Funds will be issued to the individual who paid for the program. When possible, fees will be returned in the payment method utilized for purchase. Funds returned by check are issued once per month and mailed.

Date Requested \_\_\_\_\_

Participant Name(s) \_\_\_\_\_

\_\_\_\_\_

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

Program Start Date \_\_\_\_\_

Reason for Refund\* \_\_\_\_\_

\_\_\_\_\_

Name and address to appear on refund check (optional)

\_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_

\*Refunds due to illness or injury must be accompanied by a doctor's note.

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## EMPLOYEE USE ONLY

Amount of Refund \_\_\_\_\_

Signature of Approval \_\_\_\_\_ Date \_\_\_\_\_