

Frankfort Park District Refund Policy

Refunds of 100% will be made, less a \$10.00 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. All refunds less than \$20 will be applied as a credit to the customer's account.

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 within 1-week of doctor's visit.

EMPLOYEE USE ONLY

Amount of Refund: _____

Signature of Approval _____ Date _____