

## CLASS WITHDRAWAL / TRANSFER FORM

All requests for Transfers and Withdrawals must be made in person at the Park District office by completing this form.

- **Transfers** - \$5 processing fee applies for classes and camps.
- **Class Withdrawals** - \$5 processing fee applies if prior to start date of class/program. If request form is completed after start date, then request must be approved and \$5 processing fee applies as well as prorated refund starting with the date of the signed request.
- **Camp Withdrawals** - \$10 processing fee applies for withdrawals made before 2 weeks prior to start of camp. \$25 processing fee applies for requests made within 2 weeks of start of camp as stated in the brochure. These fees apply to each child and session of camp that is withdrawn. If request form is completed after start date of camp, then request must be approved and \$25 processing fee applies as well as prorated refund starting with the date of the signed request.
- **Withdrawals Due to Medical Reasons During Program** - processing fee is waived and prorated refund is assessed with a doctor's note only, starting with the date of the signed request which is made at the Park District office.

Under no circumstances will refunds requested after the last day of class or camp be approved.

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

Reason for Withdrawal or Transfer: \_\_\_\_\_  
\_\_\_\_\_

Class: \_\_\_\_\_ Program Code: \_\_\_\_\_

Class: \_\_\_\_\_ Program Code: \_\_\_\_\_

Class: \_\_\_\_\_ Program Code: \_\_\_\_\_

If Transfer, Class transferring to: \_\_\_\_\_

Total Paid: \_\_\_\_\_

Service Charge: \_\_\_\_\_

Refund: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Withdrawal: Approved  Denied  Signed \_\_\_\_\_