



Community Services Department Recreation Activity Transfer/Cancellation Form

Transfer Cancellation

Transfers and/or Cancellations will only be honored if requested before the *second* class.
ALL refunds and transfers are subject to administrative approval.

Parent/Guardian's First Name:		Parent/Guardian's Last Name:	
Address:		City:	Zip Code:
Phone:	Email Address:		

Reason for requesting Transfer/Cancellation (if you were dissatisfied with a class or an instructor, we would appreciate you completing the section below):

Conflict with schedule
 Out of Town
 Dissatisfied with Class

Other/Comment: _____

TRANSFER: The fee previously paid will be applied to the class you are transferring to. Any outstanding balance **MUST** be paid when completing this transaction.

	Participant Name	Activity Name	Class Code	Class Fee
Transfer From				
Transfer To				
Amount				<input type="checkbox"/> Due <input type="checkbox"/> Refunded \$

	Participant Name	Activity Name	Class Code	Class Fee
Transfer From				
Transfer To				
Amount				<input type="checkbox"/> Due <input type="checkbox"/> Refunded \$

If refund is required, please mark how the refund should be processed. Please note, amounts \$100 or greater will automatically be refunded. Credit Refund

CANCELLATION:

Original Receipt Number: _____ Method of Original Payment: Credit Card Cash Check

Participant Name	Activity Name	Class Code	Class Fee	Cancellation Fee	Net Refund Amount
				- \$4.00	
				- \$4.00	
				- \$4.00	
Total Refund					\$

Refund amounts \$100 or greater will automatically be refunded. If refund amount is less than \$100, please mark how refund should be processed: Credit Refund

I have read and understand the Cancellation and Refund Policy listed on the back of this form.

_____ Signature

_____ Date

OFFICE USE ONLY:

Received by: _____	Date: _____	Time: _____
Coordinator Signature: _____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Amount :\$ _____	Comment: _____	
Processed by: _____	Date: _____	Receipt #: _____