

**REFUND REQUEST AND POLICIES
PARKS & RECREATION DEPARTMENT
CITY OF CARPINTERIA**

Our programs are staffed based upon enrollment. Program fees are not pro-rated. *All refund requests must be in writing and received at City Hall within 30 days of the last scheduled day of the registered program. A copy of your paid receipt or canceled check must be submitted along with your refund request.* All credit card refunds will be credited directly to your account. Full refunds will not be granted unless the refund request is received **48 hours** prior to the first day of class. A \$10 processing fee will be deducted from all refunds requested, unless the program was canceled by the City.

City of Carpinteria
Summer Programs
5775 Carpinteria Avenue
Carpinteria, CA 93013
(805) 684-5405 ext. 432

<i>For Office Use Only</i>	
<i>All approvals must be initialed</i>	
<input type="checkbox"/> Management Assist.	_____
<input type="checkbox"/> Parks Director	_____
Processing Fee Deducted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Refund Amount \$	\$_____

**In order to serve you better, please use this form and include the following information:
Please print clearly!**

Proof of payment showing date paid (copy of receipt or canceled check)

Name: _____

Address: _____

Program: _____ Session #: _____ Participant Name: _____

Payment type: Cash Check Visa MasterCard

Credit Card Number: _____

Reason for the request: _____

Program dates missed: _____

Note: All credit card refunds will be credited to your charge account.

Signed: _____ Date: _____