



Cancellation Request Form

Activity Cancellation Requests: Considered when received in writing five or more business days prior to the start of the program.

Sport League Cancellation Requests (received after the registration deadline): Considered when a replacement for the team is found and registered. Uniform/award fee are non-refundable.

Preschool Requests: Refer to the Preschool Refund Policy as listed on the Preschool Registration Form.

A \$5 administrative fee is charged per person, per program.

Today's Date: _____

Program Name: _____ Program ID: _____

Date Program Will Begin: _____ (5 or more business days required)

Last Name: _____

Full Name of Participant to be cancelled: _____

Address: _____ City: _____ Zip: _____

Primary Contact Phone: _____ E-mail: _____

REASON FOR CANCELLATION REQUEST:

Changed Mind Schedule Conflict Other: _____

REFUND OPTIONS:

Household Credit* - \$5 administrative fee waived if this option is chosen.

Original Payment Method - \$5 administrative fee applies.

*Does not apply to Villa Olivia refunds

Office Use Only:

Date: _____ Amount Paid: _____

Total Amount Left in Program: _____ Total Refund: _____

Manager Authorization: _____ Office Authorization: _____