



## **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.

**Facility Requests:** Refer to the Facility Refund Policy listed on the Facility Request Form.

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: (applies to Activity Cancellation Requests only)**

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

☐ Original Payment Method - \$5 administrative fee applies *per person/per program*

\*Does not apply to Villa Olivia refunds

### **Office Use Only:**

Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Total Amount Left in Program: \_\_\_\_\_ Total Refund: \_\_\_\_\_

Manager Authorization: \_\_\_\_\_ Office Authorization: \_\_\_\_\_