



Bartlett Park District Cancel/Transfer Form

Today's Date: _____

PARTICIPANT INFORMATION

Household Last Name: _____

Participant's Last Name: _____

Participant's First Name: _____

Address: _____

City: _____

Primary Contact Phone Number: _____

Email Address: _____

PROGRAM/RENTAL/EVENT CANCELLATION REQUEST See reverse side for Cancellation Policy

(1) Program/Rental/Event/Name: _____

ID Number: _____

Begin Date: _____

(2) Program/Rental/Event/Name: _____

ID Number: _____

Begin Date: _____

(3) Program/Rental/Event/Name: _____

ID Number: _____

Begin Date: _____

Household Credit* -\$5 Administration fee waived if chosen Original Payment Method-\$5admin fee per person per program

Reason for cancellation: Changed mind Schedule Conflict Other _____

Additional Comments: _____

ACTIVITY TRANSFER REQUEST See reverse side for Transfer policy

Program Transfer Guideline Statement

(Patron Initials Required) _____ I understand that requests for a program transfer can be considered and processed (space permitting), when submitted in writing to the Guest Services Office (7) or more working weekdays prior to the start of the program or session. **Transfer Fees Due:** If the program fee has a greater fee, what amount is due \$ _____

From Program ID#: _____

Program Name: _____

Starting Date: _____

Time: _____

Fee: _____

To Program ID#: _____

Program Name: _____

Starting Date: _____

Time: _____

Fee: _____

Office Use: Staff Initials _____ Household Number _____

Stamp Date/Time Received: _____

700 S. Bartlett Road, Bartlett IL 60103/ 630-540-4800
Guestservices@bartlettparks.org

Manager Authorization: _____

Date: _____

Amount Paid: \$ _____

Refunded Amount: \$ _____

Amount Left in Program: \$ _____

Cancellation Policy

- No refunds or household credits can be given for missed classes, forgotten, or changes due to personal schedules.
- No cancellations, refunds, or credits on pass memberships or punch cards.
- Cancellations will be considered only when a written request is received by Guest Services five business days prior to the start of the program.
- A mandatory \$5 cancellation fee is assessed per program per person.
- The \$5 administration fee will be waived if the refund is left as household credit is chosen (does not apply to Villa Olivia refunds). Costs such as trophies, T-shirts and costumes are not subject to refund.

Preschool

- Once placed into class, all deposits are non-refundable and non-transferable for any reason including enrollment elsewhere.
- Refund are calculated as of the first working day received.
- Cancellation requests received between the second week of July through the first week of September, the total deposit, plus \$100, is non-refundable.
- The Bartlett Park District reserves the right to review and make final decisions on all refund requests.
- Once the program begins, if a replacement is found and registered, a portion of the total cost is non-refundable, and an administration fee will be withheld. If no replacement is found, no refund will be issued.

Youth Sport League Cancellation Requests

- Cancellations received in writing after the registration deadline can be considered after a replacement is found and registered. Should a replacement register, a \$5 administrative fee is charged per program per person and prorated if the season has begun.

Transfer Policy

- Transfers will be considered only when written request is submitted and received by Guest Services at least (7) business day prior to the start of the program (space permitting).
- Transfer fees for classes of higher value must be paid upon notification of acceptance.
- Participants with outstanding balances at the scheduled program start date will not be permitted to participate until all fees are paid in full.