REFUND REQUEST FORM

The Chesterfield Township Parks and Recreation Department will consider refunds for programs and leagues under the following circumstances:

- Refunds cannot be processed for one-time programs, trips, ticket sales, or special events.
- For programs meeting four times or less, Refund Requests must be made prior to the first meeting.
- Prior to the second scheduled program meeting a refund request will be accepted and reviewed by submitting a Refund Request form. A $5.00 processing fee, plus any cost incurred (shirts, league uniform, supply fees, equipment, etc...) by the department will be assessed against the fee to determine the refund. Refunds cannot be processed after the second scheduled program meeting or, for sports leagues, after the third scheduled practice. There will be no refunds for any adult sports.
- All Refund Requests are subject to review by staff from the Department of Parks & Recreation and the Treasurer's Office.
- Transaction/Convenience fees for all online registrations are not refundable.
- All moneys approved for refunds, regardless of payment method, will be issued by check from the Finance Department. (Allow 3-4 weeks)
- Chesterfield Township Department of Parks and Recreation reserves the right to review these procedures and administer refunds in the best interest of the participants and generally approved accounting procedures.

Participant's Name: _____

Program: _____ **Program Start Date:** _____

Reason for Request: _____

_____

MAIL CHECK TO: **Name:** _____

Address: _____

_____

Phone #: _____

Signature: _____ **Date:** _____

STAFF USE ONLY

Customer's Method of Payment: Cash _____ Check _____ MC/VISA _____

Amount Paid: _____

Processing Fee: $5.00

Program Cost: _____ **Approved By:** _____

_____ **Date:** _____

_____ **Comments:** _____

_____ _____

Total Due: _____ _____

Department of Parks & Recreation, 47275 Sugarbush, Chesterfield, MI 48047
586-949-0400 ext. 4, Monday-Friday, 8AM-4:30PM