



Parks, Recreation and Cultural Services
 230 W. Elm Street
 Lodi, CA 95240
 (209) 333-6742
 Fax (209) 333-0162
 Lodi.gov

WITHDRAWAL/REFUND REQUEST FORM

Today's Date: _____

Participant Information

Participant's Name	Date of Birth <i>(if under 18)</i>	Payee Name
Parent/Guardian Name <i>(if participant is under 18)</i>		Contact Phone
Address		City, State Zip Code

Class Information

Activity Name	Activity Number	Activity Start Date
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Reason for Withdrawal

- Medical *(please provide documentation)* Scheduling Conflict
- Other (please explain) _____
- _____

I authorize the Lodi Parks, Recreation and Cultural Services Department to process this withdrawal/transfer. I've read and acknowledge the above refund policies for Parks, Recreation and Cultural Services.

 Signature of Participant (if over 18) or Parent/Guardian

 Date

Office Use Only:

Staff Approval	Class Fee <i>(registration fee, NR fee, materials fee)</i>	Less 50% Class Fee is 0-6 days	Less Withdrawal Fee	Total Refund	Staff Processed	Date Processed
	\$	-\$	-\$5.00	\$		

Withdrawal/Refund Request Policies

1. All Withdrawal Requests must be submitted in writing on the Withdrawal Request Form and submitted to the PRCS Department.
2. Full refund of registration fee, non-resident fee, material fees and administrative fees will be given if the department cancels the Activity. Online third-party processing fees and charges (vary) are NOT REFUNDABLE
3. Full refund will be given for medical reasons before the first day of the activity, or if the participant is cut from the program (documentation must be provided for medical reasons).
4. Withdrawal Requests submitted at least 7 calendar days before a class starts will receive the registration fee, non-resident fee and material fees, less a \$5 Withdrawal Fee. Administrative Fee (\$7) and online third-party processing fees and charges (vary) are NON-REFUNDABLE. See receipt for fees paid.
5. Registrants will receive 50 percent of the registration fee, non-resident fee and material fees less a \$5 Withdrawal Fee for refund requests made 0-6 days before the first day of the activity. Administrative Fee (\$7) and online third-party processing fees and charges (vary) are NON-REFUNDABLE. See receipt for fees paid.
6. No refunds will be given after the first day of the activity. Please contact program staff for withdrawal requests made after class start date.
7. If approved, all refund checks will be processed within 30 days of receipt. If paid with cash or check, a check will be issued. If paid with a credit/debit card, a refund will be applied back to card used for the original transaction within 7-10 business days.