



# Palatine Park District Application for Withdrawal

Registrant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name (if registrant is a minor): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program #: \_\_\_\_\_ Program Name: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

Refund: \_\_\_\_\_  Household Credit: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**WITHDRAWAL AND REFUND POLICY:** To submit a refund request, an Application for Withdrawal Form must be submitted. **All approved refunds will be applied as a household credit** unless otherwise requested on the Application for Withdrawal Form. If another form of refund is requested, a \$5 processing fee will be applied. A full refund will be processed for requests received 10 days prior to the start of the program. Requests received less than 10 days prior to the start of the program, but still prior to the third class meeting, will be issued a refund of 50% of the registration fee. Some programs are non-refundable. Refer to the catalog for complete details.

## For Office Use Only

Start Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Payment Type: \_\_\_\_\_

Registration Fee Paid: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Less: Pro Rated (classes attended): \_\_\_\_\_

Processing Fee: \_\_\_\_\_

Refund Due: \_\_\_\_\_

Approved for Refund per Policy by: \_\_\_\_\_ Program #: \_\_\_\_\_

Wait List: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Will this withdrawal bring the class below the minimum?  No  Yes, and notify the coordinator

Email sent to coordinator: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_