



# Lake in the Hills Parks & Recreation Department Cancellation Request Form

Activity cancellations are be subject to a \$5.00 processing fee per household. Policies governing cancellations are printed in each brochure on the page adjacent to the registration form. Please refer to these policies prior to completing this form. Camp and Playschool refund policies are published in the seasonal brochure. See below for facility cancellation policy. Please allow up to 4 weeks for receipt of refund.

Name of Payee \_\_\_\_\_ Submittal Date \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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**Activity Code** you wish to cancel \_\_\_\_\_ **Program Title** \_\_\_\_\_

Name of person(s) registered in class/program \_\_\_\_\_

Brief explanation of cancellation \_\_\_\_\_  
\_\_\_\_\_

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**Facility Rental** location you wish to cancel \_\_\_\_\_

Scheduled date of rental \_\_\_\_\_ Brief explanation of cancellation \_\_\_\_\_

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**Facility Cancellation Policy:**

- The refundable cleaning/damage deposits will be returned if a rental is canceled.
- 14 days prior to the date of rental no refunds will be issued.
- 15 to 30 days prior to the date of rental a 25% rental fee refund would be issued.
- 31 to 60 days prior to the date of rental a 50% rental fee refund would be issued
- 61 days prior to the date of rental a full refund minus a \$5 service fee will be issued.

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**For the cancellation refund to be processed, you must read and initial ALL of the following:**

- \_\_\_\_ I understand that cancellations/refunds cannot be considered unless submitted to the registration office in writing prior to the start of a class/program.
- \_\_\_\_ I understand that no cancellation/refund/ transfer is considered for classes missed or forgotten.
- \_\_\_\_ I understand that no cancellation refunds will be considered after the second class.
- \_\_\_\_ I understand that only a prorated portion of a class/program (plus the \$5 service fee) will be eligible for refund if the cancellation request is made after the first class but prior to the second class.
- \_\_\_\_ I understand that no cancellation refunds will be issued for special events or activities requiring a registration fee.
- \_\_\_\_ I understand that no cancellation refunds will be issued for trips, unless the seat can be filled by someone on the waitlist for that trip.
- \_\_\_\_ I understand that a full refund/transfer will be issued for any class/program that is cancelled by the Lake in the Hills Parks & Recreation Department.
- \_\_\_\_ I understand that camp and preschool cancellation refunds are unique as published in the seasonal brochure.
- \_\_\_\_ I understand that cancellation refund requests due to medical reasons must be accompanied by physician documentation.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Original Amount Paid \$ \_\_\_\_\_

Method of payment \_\_\_\_\_

Amount of Approved Refund \$ \_\_\_\_\_

Refund Process Date \_\_\_\_\_

Staff Initials \_\_\_\_\_