

**Downers Grove Park District Recreation Division  
Refund Request**

Date \_\_\_\_\_

Date Rec'd by Staff: \_\_\_\_\_

Phone \_\_\_\_\_

Family Last Name \_\_\_\_\_

Address/Town/Zip \_\_\_\_\_

How did you pay? Cash  Check  Credit Card

Cash & Check payments will be refunded by check. Please allow 7 - 10 days for processing.

Would you like to keep on your HOUSEHOLD ACCOUNT for future classes? Yes  No

Refund Credit Card: Please give card number below

Visa MC Discover AMEX (please circle) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_

Adult Signature \_\_\_\_\_

*Please state the reason (s) why you are requesting a refund below.*

<b>FOR OFFICE USE ONLY</b>							
Activity #	Activity Name	Participant's Name	Class Start Date	Fee Paid	Pro-rated Fee	10% Applies	Refund Due
Completed by:					Total Refund Due:		
Original Receipt Number for CC Refunds:							

REASON FOR CANCELLATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A refund for general recreation programs will be issued or placed on your account when a completed Refund Request Form is submitted 72 hours prior to the first class meeting and will be subjected to a 10% service charge. A prorated withdrawal refund will be issued in cases of illness or injury when accompanied by a doctor's note. Forms can be dropped off or faxed to either facility and will be processed based on the date received. Fax phone #'s: Lincoln Center 630.963.5884 Recreation Center: 630.960.7251