

REFUND REQUEST FORM



All refund requests must be accompanied by the participant's registration receipt and a Refund Request Form.

Recreation Programs/Facility Use

DEPOSITS and ENROLLMENT FEES are **NON-REFUNDABLE**. A minimum service charge of \$10.00 will be deducted from the allowable refund. Refer to the cancellation policy of the specific program for refund details.

ADAPTIVE CLASSES AND CLUBS/YOUTH SPORTS/RECREATION CLASSES: Refund requests must be made prior to the second scheduled meeting date.

Adult Team Sports

Refund requests submitted prior to the completed schedule are subject to a \$25.00 service charge. Requests for refunds made after the schedule is posted will be assessed a \$50.00 service charge. Refund request must be made prior to the second scheduled game.

Parks Facility/Shelter Rentals

Refund requests are subject to a \$25.00 service charge and must be made seven working days prior to the reservation date.

Picnic Areas/Wedding Locations/Exclusive Use Permits/Pinewood Bowl/Band Shell

Refund requests are subject to a \$25.00 service charge.

Golf/Swimming Pool Passes

NO REFUNDS will be granted after the start of the season.

Cancellations

The Department reserves the right to combine classes/programs as needed or cancel due to low enrollment. A full refund will be granted if the Department cancels the program.

NAME _____ PHONE _____

ADDRESS _____ CITY _____ ZIP _____

PROGRAM/ACTIVITY (for which refund is requested) _____ LOCATION (where fee was paid) _____

Registration Fee Paid: \$ _____ RECEIPT #: _____

Reasons for Requesting Refund _____

Attach receipt and return to facility location where initial payment was made.

Lincoln Parks and Recreation Department
ATTN _____
3131 "O" Street, Suite 300
Lincoln, NE 68510

Requester's Signature
Date: _____

----- **FOR OFFICE USE ONLY** -----

CODING: _____ REFUND REQUESTED: \$ _____

APPROVED ____ DENIED ____ LESS SERVICE CHARGE: \$ _____

STAFF: _____ TOTAL REFUND: \$ _____

DATE: _____