



REQUEST FOR PROGRAM CANCELLATION/TRANSFER

For after school, preschool, dance and swim team programs, this form needs to be turned in to the director 5 business days before program draft date. All other program cancellations need to be in to the director at least 5 business days before the start of that program. Failure to follow either policy will result in payment being non-refundable.

Summer Camp, Parents Night Out and Holiday Care Days are all non-refundable.

Please PRINT clearly

Today's Date: _____

Parent name: _____ Phone: _____

Participant(s) name: _____

Program: _____ Session Dates: _____ School: _____

Last day child will be attending the program: _____

Please select from the following:

_____ Cancel program participation & apply a system credit to my account

_____ Cancel program participation & return payment

_____ Transfer, please transfer my child to: _____

Please state the reason you are requesting to cancel or transfer: _____

If you are requesting a refund the Director of the program listed will contact you regarding the reason, and a **\$10 processing fee** will be deducted from the refund amount due.

Parent signature: _____ Date: _____

MEMBER SERVICES REPRESENTATIVE OFFICE USE ONLY

Accepted by: _____ Date of draft cancellation: _____ Amount: _____

Completed by: _____ Date: _____