



hoffman estates park district

REQUEST FOR TRANSFER/ CREDIT/REFUND

Satisfaction Guarantee Policy

If you are not satisfied with any recreational program, event, or activity, the Hoffman Estates Park District will arrange for you to:

- Repeat the class at no charge
- Receive a credit applicable to another program
- Receive a refund

Household # _____

Request for:

_____ Transfer to Program # _____

_____ Apply to Household Credit Balance

_____ Refund (by Business Department)

Family Name _____ Date _____

Name of Registrant _____

Address _____ Phone _____

Program Name _____ Program Number _____ Section _____

Reason for Request _____

A \$5.00 PROCESSING FEE WILL BE REQUIRED FOR ALL REFUND REQUESTS MADE PRIOR TO CLASS START

Signature _____

Number of classes attended _____ Last Day of Preschool _____

OFFICE USE ONLY

Payment Type

Received/Processed by _____

Cash _____ Check _____

Date Registered _____

Credit Card # _____

Transfer/Amount Paid _____

Exp. Date _____

Pro-rated Amount _____

Receipt Number _____

Amount Applied _____

Date of Receipt _____

Refund/Credit _____

Registration Location _____