



CARY PARK DISTRICT WITHDRAWAL FORM

TODAY'S DATE _____

NAME OF PARTICIPANT _____ PHONE # _____

PROGRAM NAME _____ BAR CODE _____

All refund requests must be made on a Cary Park District withdrawal form and submitted to the Cary Park District office and not with the program instructor. All refund/withdrawal requests will be assessed a \$5.00 service charge. If the second meeting of a program has passed, withdrawal requests will be considered on a prorated basis in addition to the \$5.00 service charge. **Refunds will not be issued after the third class meeting.**

Refunds will not be issued for one-day programs or events, sport leagues, tournaments or tickets to sports/entertainment/events or deposits for programs. Memberships, pool passes, Preschool and ET KidZone withdrawals will be evaluated on a case-by-case basis and may require support documentation.

REASON FOR REQUESTING WITHDRAWAL: _____

I WOULD LIKE MY REFUND (Please check one) _____ **Credit to your CPD Account** (available on Rapid Reg)
 _____ **Check** (mailed within 14 business days) _____ **Credit Card** (must be card used to register for program)
 (processed within 7 business days)

SIGNATURE OF PARTICIPANT OR PARENT: _____

*** The Cary Park District only keeps the last 4 digits of the credit cards that are processed. After your withdrawal request has been reviewed, you will be contacted to provide the remaining card numbers and expiration date to finalize the processing of credit card refunds.**

FOR CHECK REFUNDS, PLEASE INDICATE NAME AND ADDRESS TO SEND CHECK.

NAME: _____ ADDRESS: _____

CITY, STATE, ZIP CODE _____

OFFICE USE ONLY	
PROGRAM DATES _____	AMOUNT OF FEE PAID _____
STAFF COMMENTS _____	
DATE RECEIVED BY SUPERVISOR _____	SUPERVISOR _____
PRORATED REFUND _____	FULL REFUND _____ REFUND DENIED _____
SERVICE CHARGE = \$5.00	TOTAL REFUND AMOUNT \$ _____
WITHDRAWN IN CLASS BY _____	
CREDIT CARD NUMBERS _____	EXPIRATION DATE _____