



SUNRISE RECREATION & PARK DISTRICT  
7801 AUBURN BLVD. CITRUS HEIGHTS, CA 95610  
(916) 725-1585

**REFUND REQUEST**

Date: \_\_\_\_\_

Parent/Payee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Activity: \_\_\_\_\_ Class Code: \_\_\_\_\_ \$ \_\_\_\_\_

Activity: \_\_\_\_\_ Class Code: \_\_\_\_\_ \$ \_\_\_\_\_

Activity: \_\_\_\_\_ Class Code: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Refund \$ \_\_\_\_\_**

Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**REASON FOR REFUND:**

- Medical     Class Cancelled     Cut From Team     Moved Out of Area

Explanation: \_\_\_\_\_

Program Dates: \_\_\_\_\_ Time: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Paid By: *(Please circle one)*

Cash                  Check                  Credit Card                  Debit Card                  Expir. Date: \_\_\_\_\_

SIGNATURE OF PARENT/PAYEE \_\_\_\_\_

Office use only

Approved                   Denied                  By: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of Refund: \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Superintendent Signature

*Sunrise Recreation and Park District*  
7801 Auburn Blvd. Citrus Heights, CA 95610  
(916) 725-1585

### **REFUND POLICY**

1. Full refund or credit will be given if the district cancels the program, for medical reasons, or the participant is cut from the program.
2. No refunds or credit after the class/program/league has had its second meeting.
3. A credit may be given for any program offered by the Sunrise Recreation and Park District.
4. All refund requests will be approved or denied by the Sunrise Recreation and Park District. All refund checks will be processed through the County of Sacramento and mailed to you within 4-6 weeks.
5. The Sunrise Recreation and Park District reserves the right to adjust the policy, depending upon the circumstances and the severity of the situation.