



600 Harvest Gate
Lake in the Hills, IL 60156

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**Lake in the Hills Parks and Recreation Department
Program Participant Withdraw Request**

Date of submittal:

Name of payee:

Address:

Home phone:

Cell phone:

Email:

Program Title:

Name of person(s) registered in program:

Reason for withdraw:

Recreation Program Participant Withdraw Policy:

A \$5 service fee will be charged for withdraw requests.

* A full refund will be issued for any activity that is cancelled by the Village. No written request is required.

* Make up classes will either have a rescheduled date or a refund will be issued.

* A refund will not be issued after the registration deadline for special events.

* A refund will not be issued after the registration deadline for trips unless the trip seat can be filled.

* A refund will not be issued for missed or forgotten classes.

* Beyond the Bell, Camp and Preschool Academy programs have their own participant withdraw policy which can be found in the parent handbooks.

* Refunds for program participant withdrawals are based on the following:

1) A refund (less \$5 service fee) if cancellation request is received prior to the registration deadline.

2) A prorated refund (less \$5 service fee) or transfer into another program if the program participant withdraw is made prior to the second class.

3) After the second class, refunds cannot be issued. A prorated transfer to a current published brochure program can be completed during this time.

4) Once a program participant withdrawal request has been received, only remaining classes will be considered towards the prorated transfer.

5) A refund (less \$5 service fee) can be granted with a medical doctor's note or at the discretion of the Recreation staff.

_____ I have read the above Recreation Program Participant Withdraw Policy

_____ Date _____
Signature