



# Refund Request Form

- No refunds will be given for one-time classes, trips, tours, camps or special events.
- Refunds will be given if TDRPD cancels a class and does not reschedule. No refunds or credits will be issued if participant is unable to attend rescheduled class.
- Refunds requested as a result of a child's extended injury or illness will be reviewed on a case-by-case basis.
- All changes are subject to a \$5 transfer or \$15 withdrawal fee per participant per activity. All refunds for activities or programs must be requested prior to the second meeting unless otherwise noted in class description.
- All refunds will be refunded to the original payer to their original form of payment or credited to original payers account. Where initial form of payment was cash, refund will be issued in check form on next scheduled check run.

## **Kids Kamps, TDRPD Summer Camps (Trudaca, Rad, and/or Adventure) changes or withdrawals:**

- All requests must be made by Tuesday of the week prior to the dates being modified  
\*\*Requests submitted after Tuesday at 5:30 pm may be denied and are subject to a full forfeit of fees.
- Fees may ONLY be transferred to other days within that specific camp (Trudaca, Rad, and/or Adventure) for a \$5 transfer fee.
- For complete withdrawal from Summer (Trudaca, Rad, and/or Adventure) or Kids Kamps only 50% of fees will be refunded.

**Enrichment and Sports Camps** are subject to standard withdrawal and transfer fees.

- All requests must be made by Tuesday of the week prior to the dates being modified.  
\*\*Requests submitted after Tuesday at 5:30 pm may be denied and are subject to a full forfeit of fees.\*\*

Withdrawal + Refund \$15     Transfer \$5     50% Refund (Camps)

Child's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

Program/Camp Name/Class #: \_\_\_\_\_

Date(s) to be Transferred/Withdrawn: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Office Use Only:

Request Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_