REFUND POLICY

- All requests for refunds must be submitted in writing by completing the Sports & Specialty Camp Refund Request Form.
- A refund will be issued when request is received at least 10 business days prior to the start of the week enrolled. No refunds will be issued after this time regardless of the reason of non-attendance.
- For each week refunded, a $10 refund fee per child, per week is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Sports and Specialty Camp fees are non-transferable and may not be applied toward another camp, session balance, class, or program.
- Any refund of camp fees may take up to one week after notification to be processed. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/bank.

Email forms to:

- Art Experiences Camp: cacmail@burbankca.gov
- Sports Camps: youthsports@burbankca.gov
- Stough Canyon Nature Experiences: naturecenter@burbankca.gov
- All other specialty camps: classregistration@burbankca.gov

Forms can be obtained at each camp location or online at www.burbankca.gov/camps

Child’s Name: _________________ Date of Request: _____________________________

Camp: _________________ Dates: _____________________________________________

Please state the reason for the request: _____________________________________________

Parent Name: _________________ Parent Signature: _____________________________

Email: _________________________________________

For office use only: Date Received: __________________ Staff Initials:____________________ Receipt: __________________________