

**City of Burbank Parks & Recreation Department
2022 WINTER BREAK REFUND REQUEST FORM**

REFUND POLICY

- All requests for refunds must be submitted in writing by completing the Winter Camp Refund Request Form.
- 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.
- 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.
- 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.**
 - **Session 1 (December 27 – December 30) must be submitted by December 12, 2022**
 - **Session 2 (January 3 – 6) must be submitted by December 19, 2022**

Email forms to: SummerDaze@burbankca.gov or DFowler@burbankca.gov or Clara@burbankca.gov

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

Child's Name: _____ Date of Request: _____

Camp Session: _____

Please state the reason for the request: _____

Parent Name: _____ Parent Signature: _____

Email: _____

For office use only: Date Received: _____ Staff Initials: _____ Receipt: _____