



2023 Sports & Specialty Camp Refund Request Form

Child's Name _____

Date of Request: _____

REFUND POLICY

- All requests for refunds must be submitted in writing by completing the Sports & Specialty Camp Refund Request Form. Forms are available at each camp location or online at www.burbankca.gov/camps
- 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.

EMAILS 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

Session	Dates	Last Day to Request Refund
1	May 30 - June 2 No camp May 29 <i>No Art/Stough Canyon Nature Experiences Camp</i>	Monday, May 15
2	June 5 - 9	Monday, May 22
3	June 12 - 16	Monday, May 29
4	June 20 - 23 No camp June 19	Monday, June 5
5	June 26 - 30	Monday, June 12
6	July 3 - 7 No camp July 4	Monday, June 19
7	July 10 - 14	Monday, June 26
8	July 17 - 21	Monday, July 3
9	July 24 - 28	Monday, July 10
10	July 31 - August 4	Monday, July 17
11	August 7 - 11 <i>No Art/Stough Canyon Nature Experiences Camp</i>	Monday, July 24

Camp: _____ Dates: _____

Please state the reason for the request: _____

Parent Name: _____ Parent Signature: _____

Email: _____

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