



# 2023 Spring Daze Refund Request Form

Child's Name \_\_\_\_\_ Date of Request: \_\_\_\_\_

### REFUND POLICY

Request for refund must be submitted in writing by completing the Spring Daze Refund Request Form. Form may be submitted directly to McCambridge Recreation Center in person or emailed to [summerdaze@burbankca.gov](mailto:summerdaze@burbankca.gov). Forms can be obtained at the camp location or online at [www.burbankca.gov/camps](http://www.burbankca.gov/camps).

- A \$10 processing fee per child will be deducted from participant initiated refund requests that are received with a minimum 10 business day (2 week) notice. Notification given with less than 10 business day notice but 2 business days (March 16) prior to the start of the camp week will result in a 50% refund. *No refund will be issued after March 16 for any reason.*
- A refund will not be issued for days missed in a week and there are no make-up days.
- 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 and check refunds may take 3-6 weeks to receive.
- Camp fees are non-transferable and may not be applied toward another camp, balance, or program.

Please check the camp you would like to cancel.

**Spring Daze @ McCambridge Recreation Center March 20 – 24, 2023**

*\*Last day to request full refund less \$10 processing fee is Monday March 6<sup>th</sup>.*

*\*Last day to request a 50% refund is Thursday, March 16<sup>th</sup>.*

Please state the reason for the request: \_\_\_\_\_

\_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Email: \_\_\_\_\_

**For office use only:** Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Receipt: \_\_\_\_\_