



PARKS AND  
RECREATION

City of Burbank Parks & Recreation Department  
**SPRING DAZE 2026 REFUND REQUEST FORM**

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

**REFUND POLICY**

- All requests for refunds must be submitted in writing by completing the Spring Daze 2026 Refund Request Form.
- For each week refunded, **a \$20 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.*

Please check the camp you would like to cancel.

☐ **Spring Daze @ Verdugo Park (March 16-20, 2026)**

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

\_\_\_\_\_

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

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

**SUBMIT YOUR REFUND REQUEST TO: [summerdaze@burbankca.gov](mailto:summerdaze@burbankca.gov)**

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