

Date:	
Staff:	

## Refund & Transfer Request Activity/Facility/Membership

Completion of this form does not guarantee a refund or transfer. You will be contacted within 3 business days by the appropriate Coordinator or Supervisor for approval status. Approved cash and check refunds will be given in the form of a check from the City of Carrollton and will be sent within 10-15 business days. Approved credit card refunds will be refunded back to the credit card account.

Participant Name:	
Household Primary Guardian:	
Address:	
<ul><li>( ) Facility Rental Facility Name:</li><li>( ) Membership</li></ul>	:Class #
Guardian or Participant Signature	Date
Stat	ff Use Only
APPROVED: ( ) Yes ( ) No Amount paid: \$5.00 admin fee per class =	
Check one  ( ) Household credit ( ) Refund ( ) Transfer	Payment was made by:  ( ) Cash ( ) Check ( ) Credit/Debit Card
Facility/Program Coordinator or Supervisor Signature	Date