



CITY OF ENCINITAS PARKS & RECREATION
505 S. Vulcan Avenue Encinitas, CA 92024
(760) 633-2740

REFUND POLICY

1. A full refund will be given if the City cancels the activity.
2. Refunds requested before the second program meeting date may be granted minus a \$10.00 cancellation fee and \$2.50 processing fee (\$1.00 for seniors).
3. Prorated refunds will be given based on the number of unattended days for a medical reason accompanied by a doctor's note.
4. No refunds will be issued for inclement weather or after the second program meeting.
5. The City of Encinitas Parks and Recreation Department reserves the right to adjust the refund policy depending upon the circumstances and the severity of the situation.

TRANSFER POLICY

1. Transfers may be processed prior to the second meeting date of a program.
2. Transfers will not incur any fees if the transfer is to a program of equal or lesser value. Refunds on transfer balances may take up to twenty-one days to process.
3. Fees for transfers to a program of greater value will include the difference in the activity fee and an additional processing fee.
4. Transfers will not be issued after the second program meeting date, unless accompanied by a doctor's note.
5. The City of Encinitas Parks and Recreation Department reserves the right to adjust the transfer policy depending upon the circumstances and the severity of the situation.



Refund Request

Requestor/Payee			
Name			
Street Address			
City ST ZIP Code			
Home Phone			
Work Phone			
E-Mail Address			
Participant Information			
Participant's Name(s)			Date of Birth
Activity Information			
Activity Name & Number	Activity Date(s)	Amount Paid	Refund Amount
Reason for Refund			
Medical	Moved Out of Area	Other	
Explanation:			
Signature of Requestor/Payee			
			Date

Office Use Only		
Staff Authorization		Date:
Amount of Refund: \$		Receipt Number:
Superintendent's Signature		