



# Algonquin Recreation Refund Request Form

**Instructions:** Please print the requested information below and submit to the Administration Department at the Algonquin Village Hall located at 2200 Harnish Drive. Please be sure to read the Village's Refund Policy before submitting this form. **Please note refunds are only issued once per month at board meetings. It may take up to one month to issue your refund.** Your refund will be sent to you at the address listed on this form. If you should have any further questions, please contact Algonquin Recreation at (847)658-2716.

Participant's First Name		Participant's Last Name	
Parent/Guardian's First Name		Parent/Guardian's Last Name	
Address:		City:	Zip Code:
Daytime Telephone:		Evening Telephone:	

Course Name:	Course Code:	Fee Paid:	Reason for Refund:
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### Refund Policy

The Village of Algonquin reserves the right to cancel, postpone, combine classes, and/or change instructors as it deems necessary. If insufficient enrollment causes a class to be cancelled, notification will be given, and a full refund will be issued. Course fees will be forfeited unless the reservation is cancelled with a Refund Request Form five business days prior to the course start date. These forms are available at the Village Hall or online at [www.algonquin.org](http://www.algonquin.org). There is a \$5 processing fee for each approved Refund Request Form. **Refunds are not issued for special trips and events.** Refunds will be processed in the following manner:

- A full refund (less the administrative fee) will be processed if the request is received within five (5) business days prior to the start of a class.
- A prorated refund and/or a credit for another program (less a \$5 administrative fee) will be processed if cancellation is made prior to the second class.
- After the second class meeting, refunds will not be issued.
- All refunds are subject to the final decision of the Village Manager and/or their Designee. Refunds are issued and sent out once per month by the Finance Department.

*I have read and fully understand the information listed above.*

Signature

Date

### Office Use Only

Class Fee	Prorate Fee	Total Refund	Account #
-			
-			
-			
<b>Overall Total Refund</b>	-		Admin Fee: - \$5.00
			<b>Total Refund:</b>

Department Head Approval: