



Mission Oaks Recreation and Park District
 3344 Mission Avenue
 Carmichael, CA 95608

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| FOR OFFICE USE ONLY | |
| Voucher # _____ | Amount: \$ _____ |
| MORPD Staff Initial _____ | Date _____ |
| MORPD Staff Initial _____ | Date _____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved reason on back | |

Refund Request From

Date of Request _____ Receipt # _____

Activity/Class/Program/Facility _____

Date of Activity/Class/Program _____

Participant's Name *(if different from payee)* _____

Payee Name _____

Address _____

City _____ State _____ Zip Code _____ Phone _____

DISTRICT POLICIES

Standard Policy:

Credit vouchers shall be issued in lieu of a refund check. Vouchers may be redeemed toward the cost of any other district activity (class, program, trip, etc.) within one year of the date originally issued.

A reimbursement of the fee will be granted should an injury or health problem (occurring prior to the activity beginning or during the first week of the program) prevent or impair participation in the activity, **if requested prior to the end of the program**; or when the district cancels a program, class, or activity; or when a completed Request for Reimbursement of Activity Fee is requested in writing and received in the district office a minimum of seven (7) business days before the program or activity begins. An administrative fee of 10% or \$5 will be assessed on all refunds.

Please indicate below your reason for the request for reimbursement:

- I am requesting a reimbursement of the fee due to an injury or health problem that occurred prior to the activity beginning. I have attached a Doctor note along with my request.
- I am requesting a reimbursement of the fee due to an injury or health problem that occurred during the first week of the program. I have attached a Doctor note along with my request.
- I am submitting this request for a reimbursement of the fee a minimum of **seven (7) business days** before the program or activity begins.
- Other: _____

Summer Camp Policy:

No refunds are issued for any summer camps at Mission Oaks. Instead, a credit voucher will be issued in lieu of a refund of fees, minus a \$25 administrative fee per session/class. To request a credit, fill out this form or the online Request for Credit Form, a minimum of **three (3) business weeks** prior to the camp beginning. Credit vouchers may be redeemed toward the cost of any other district activity (class, program, trip, camp, etc.) within one year of the date originally issued.

- A partial credit (50%) will be given for requests made more than two weeks prior to camp commencing, minus a \$25 administrative fee per session/class.
- No credit will be issued for requests made less than two weeks prior to camp commencing.
- No credit will be issued for non-attendance of program days.

Signature of Requestor

Date