



# Hayward Area Recreation and Park District

## Request for Program Refund

Request to withdraw from an activity less than seven days before the program begins are not guaranteed. Each case will be reviewed on an individual basis. If approved, the refund may incur a 50% processing fee or be prorated based on the number of classes attended or that have passed. Failure to attend a program (no shows) will not be granted a refund. Refunds will not be issued for requests received after the program is finished. Please complete and return the form below to info@haywardrec.org or fax to (510) 881-6763.

### Account Contact:

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

### Participant:

Name: \_\_\_\_\_

Course # \_\_\_\_\_

Reason for Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Office Use Only

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

### Supervisor Review

Name: \_\_\_\_\_ Approved or Denied: \_\_\_\_\_

### Processed and Contacted

By: \_\_\_\_\_ Date: \_\_\_\_\_