



Manteca Parks and Recreation Department  
252 Magnolia Avenue, Manteca, CA 95337  
Phone (209) 456-8600 • Fax: (209) 923-8954  
www.mantecagov.com/parks

## REFUND REQUEST

Manteca Parks and Recreation strives to offer the finest recreational programs available. If you are not satisfied with a program you have attended, please contact the program supervisor or our office.

### **Refund Policy:**

- ◆ NO REFUNDS will be given after class/activity has begun.
- ◆ Refund Request form must be received in our office 24 hours prior to the class start date.
- ◆ \$10.00 processing fee is NON-REFUNDABLE.
- ◆ Full refund will be given if the department cancels the program or for documented medical reasons.
- ◆ If an expenditure has been made on behalf of a participant, (i.e. participant shirt or program supplies), that amount will be deducted from the total refund.
- ◆ All refund checks will be given through City of Manteca within 4 weeks, if approved.

Date: \_\_\_\_\_ Participant's Name: \_\_\_\_\_

Refund Payable To: \_\_\_\_\_ Phone: \_\_\_\_\_

Activity Name: \_\_\_\_\_ Activity Number: \_\_\_\_\_

Class Dates: \_\_\_\_\_ Amount Paid to City: \_\_\_\_\_

Number of Days Participant Attended Activity: \_\_\_\_\_

*Detailed Reason for Refund:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....  
*I certify under penalty of perjury that the information provided is true and correct.*

\_\_\_\_\_  
Customer Name (Print)

\_\_\_\_\_  
Customer Signature

.....  
**FOR OFFICE USE ONLY**

Approved     Denied    By: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of refund: \$ \_\_\_\_\_ Account Number: \_\_\_\_\_