

Refund Request (Refunds may take 4-6 weeks to process)

Date:	GL Account:
Name of Participant:	
Program:	
Refund Amount: \$	
Reason for Refund:	
How would you prefer to receive this refund? (Please Check One Box)	
Credited to card on file	Mailed Check
Name/Check Payable to:	
Address:	
City:	Zip Code:
Phone:	Email:
Office Use Only	

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District Approval

Date