

REGISTRATION REFUND/TRANSFER

457 E. Calaveras Blvd. Milpitas, CA 95035
Phone: (408) 586-3210 Email: community_center@milpitas.gov
www.milpitas.gov/recreation



Recreation and
Community Services

CUSTOMER INFORMATION

Requestor's Name:			<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Participant
Address:		City:		Zip:
Main Phone:		Alt. Phone:		
Email:		Date of Request:		
REASON FOR CANCELLATION/TRANSFER				
<input type="checkbox"/> Schedule Conflict	<input type="checkbox"/> Out of Town	<input type="checkbox"/> Moving		
<input type="checkbox"/> Medical Reason (doctor's note attached)	<input type="checkbox"/> Dissatisfied with class*	<input type="checkbox"/> Other: _____		

*Please provide feedback, so we can address your concerns.

REFUND REQUESTED

Participant Name	Program Start Date	Activity #	Activity Name	Activity Fee
				\$
				\$
				\$
			Refund Request Subtotal	
		Service Fee	# Activities Refunded:	x \$10 Service Fee
			Total to Be Refunded	\$

TRANSFER REQUESTED

Participant Name	Activity #	Activity Name	Program Start Date	Activity Fee
From:				\$
To:				\$
From:				\$
To:				\$
			Transfer Request Subtotal	
		Service Fee	# Activities Transferred:	x \$10 Service Fee
			Total to Be Refunded or Amount Owed	\$

CREDIT CARD PAYMENT

Name as it appears on card:	
Card #:	
Exp. Date (Month/Year):	CVV#:
Signature:	Date:

Please provide your payment information to cover the cost difference for transfer and/or the \$10 service charge per class.

Participant/Parent/Guardian Name (Print) _____

Participant/Parent/Guardian Signature _____ Date _____

CITY OF MILPITAS
RECREATION AND COMMUNITY SERVICES DEPARTMENT
REFUND/CANCELLATIONS & TRANSFERS

Refund/Cancellations

In order to receive a refund check, you must submit the Refund/Transfer Request Form to the office ten calendar days prior to the first Class/Camps. "Class" shall mean all of the meetings for each separate activity per session.

- A \$10 service charge is withheld from each Class/Camps you are requesting a refund for. Material fees are non-refundable if you cancel/transfer out of the class.
- Please Note: If your class payment was made with a credit card, refunds cannot be credited back to the credit card.
- Allow up to 30 days to receive refund check in the mail.
- All transaction fees are non-refundable.
- Should a Class not meet its minimum number of students within three days of starting, it may be cancelled, and a refund minus transaction is issued.

Transfers

Transferring from one Class to another Class is permitted with a \$10 processing fee, as long as the office is notified with a Refund/Transfer Request Form seven calendar days prior to a Class starting.

ADDITIONAL REFUND REQUESTED				
Participant Name	Program Start Date	Activity #	Activity Name	Activity Fee
				\$
				\$
				\$
				\$
				\$

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