



BOTHELL PARKS & RECREATION REGISTRATION REFUND REQUEST

City of Bothell™ 9929 NE 180th St.
Bothell, WA 98011

- Finance
- Program File
- Refund File

425-486-7430 Phone
425-483-8962 Fax

Payor _____
 Address _____ City _____ Zip _____
 Home Phone _____ Work Phone _____

PARTICIPANTS NAME	CLASS NAME	START DATE	FEE PAID
1.			
2.			
3.			

Reason/Comment: (Must be completed for processing) _____

Signature _____

Date _____

ADMINISTRATIVE: Do not write below this line

Transaction Date and Receipt Number:		Voucher Number:	
Method of Payment:		Refund Amount:	
Account Code:	001.257.00.001	Approval Signature:	Date:

REFUNDS:

100% refund: If the class is cancelled by the City for insufficient enrollment or a facility problem.

100% refund less a \$10.00 processing fee: If your request to withdraw is received a minimum of 5 business days prior to the first class.

Partial refund: Withdrawals made between 4 business days or prior to the second class meeting shall be refunded at 50%.

No refunds: For all trips or programs which cost under \$5.00 (unless cancelled by City of Bothell Parks & Recreation).

Prorated refunds: May be granted in the case of medical injuries or other extenuating circumstances, and are handled on a case-by-case basis. Documentation of circumstances may be requested.

A City of Bothell refund request form must be completed for refunds to be processed. Forms may be obtained by calling the Parks & Recreation Office at 425.486.7430.