

PARKS AND RECREATION SERVICES - 1850 Soscol Ave. Suite 201, Napa, CA 94559

Phone (707) 257-9529 / Fax (707) 257-9532 / TTY dial 7-1-1

Office Hours: Mon - Fri, 8:00 a.m. – 5:00 p.m. – Closed for Lunch 12:30p.m. – 1:30p.m.

Registration Withdraw Request

- Class withdrawals will only be granted if activity is available and request is made **prior** to the start of activity.
- A \$2 administrative handling fee may be added to transaction forms with excessive withdraws.
- This form must be signed and dated.

Parent/Guardian _____	Contact # _____
Address _____	City _____ Zip _____

Participant Name _____

Drop From: *activity #* _____ *activity name:* _____ Fee: _____

Drop From: *activity #* _____ *activity name:* _____ Fee: _____

Participant Name _____

Drop From: *activity #* _____ *activity name:* _____ Fee: _____

Drop From: *activity #* _____ *activity name:* _____ Fee: _____

Amount of Credit: \$ _____

A \$2 administrative handling fee may be added to transaction with excessive withdraws.

Please mark here for refund with attached doctor's note verifying an injury or medical condition that prohibits participation in activity.

Total Credit to Active Net Account: \$ _____

Any unused fees from the dropped activity will become a credit on file that can be used by any member of your family for the next three years.

I am requesting withdrawal from the above activity (s) and acknowledge that this transaction may open an enrollment opportunity for another participant. I understand that by dropping this activity(s), I am reversing my previous confirmation of enrollment. Class withdrawals will only be granted prior to the first class meeting. I understand that unused class fees will be credited to my Active Net account for use towards future registrations. "Credit on File" can be used by any member of my family and expire three years from issued date.

Signature of Parent, guardian, or participant (if an adult)

Date

For consideration of special request for refund outside of the standard policy, please include written request as follows: I request consideration of a refund instead of a credit on file because:
