



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 4 weeks, if approved.

Date: _____ Participants 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: _____