

**FORSYTH COUNTY PARKS  
&  
RECREATION DEPARTMENT**

**PHONE: 770-886-4088  
FAX: 770-886-4095**

**REFUND & TRANSFER  
REQUEST FORM**

**Refund & Transfer Policy:**

Any activity cancelled by FCPRD will be refunded accordingly.

Classes & Sports Camps – Require a request to be made 2 full business days prior to the start date in order to receive a refund or transfer to another activity.

**DATE:** \_\_\_\_\_

**PRIMARY GUARDIAN NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PARTICIPANT'S NAME:** \_\_\_\_\_

**CLASS TITLE:** \_\_\_\_\_

**ACTIVITY NUMBER:** \_\_\_\_\_

\_\_\_\_\_ **I WOULD LIKE A REFUND**

\_\_\_\_\_ **I WOULD LIKE TO TRANSFER TO:**

**ACTIVITY #** \_\_\_\_\_

**ACTIVITY NAME** \_\_\_\_\_

**REASON FOR REFUND/TRANSFER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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FOR OFFICE USE ONLY

**ACTIVITY #:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**TYPE OF REFUND:**      **FINANCE**      or      **CREDIT CARD:**   **VISA**   **MC**   **AMEX**   **DISCOVER**

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