



## City of Miramar Miramar Aquatics – Refund Request Form

Regional Park Aquatics: \_\_\_\_\_ Civic Center/ Aquatic Complex: \_\_\_\_\_

- Due to the seasonal nature of our programs, camps, and services, we are prohibited from issuing any refunds or credits within (14) fourteen days of the start date for said activity/service for any cause. Refunds will only be issued if written request is received fourteen days prior to commencement of the program, camp, and/or service. The refund request form must be properly completed and signed by the customer.
- Refund request forms can be picked up, completed and dropped off @Regional park aquatics complex- and/or Civic Center Aquatics

### Attention customers

- Customers are required to bring their original receipt and a valid ID in order for us to process the refund. No original receipt, no refund
- Please note that incomplete refund request forms will not be processed
- Finance will only return money to the customer who submitted the check or money order to the City and credit cards transactions will be credited to the same credit card that was used to pay for the services
- Refunds may take up to 6 weeks to process. (if you pay with credit card it may take up to two business days after the event).

Requestors Name		City ID		Date		
Requestors Full Address <small>Incomplete address will not be process please double check address</small>		Requestors Signature				
Requestors Phone Numbers		Home(    )		Cellphone(    )		
Participant Name		Amount Requested <small>Finance will only return money to the person who gave the check or money order</small>		\$		
Program Registered <i>Please check one</i>		Swim Class	Party Rental	Swim Team	Security Deposit	Other
Payment Information		Check	Credit Card	Money Order		
Reason for cancelation <small>If you need more space, please use the back of this form</small>						
<b>Official Use Only</b>						
Refund request form fully complete	Deposit slip from the city	Copy of the swim class waiver and/or rental request form.	Copy of the DR'd Note (If Required)	Copy of the Check/Money order and/or Credit Card Approval Slip	Copy of the receipt that was given to the customer the day of the registration	

Approved:

Yes: \_\_\_\_\_ If not, please explain: \_\_\_\_\_

Aquatic Attendant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_