



City of Burbank Parks & Recreation Department
SPRING CAMPS 2024 REFUND REQUEST FORM

Child's Name _____ Date of Request: _____

REFUND POLICY

- All requests for refunds must be submitted in writing by completing the Spring Camps 2024 Refund Request Form.
- For each week refunded, a **\$10 refund fee per child, per week** is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Camp fees are non-transferable and may not be applied toward another camp, session balance, class, or program.
- Any refund of camp fees may take up to one week after notification to be processed. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/bank.
- A refund will be issued when request is received at least **10 business days** prior to the start of the week enrolled. *No refunds will be issued after this time regardless of the reason of non-attendance.*

Please check the camp you would like to cancel.

Spring Daze @ McCambridge Recreation Center (March 18-22, 2024)

Nature Camp @ Stough Canyon Nature Center (March 18-22, 2024)

Please state the reason for the request: _____

Parent Name: _____ Parent Signature: _____

Email: _____

SUBMIT YOUR REFUND REQUEST TO: summerdaze@burbankca.gov or Clara@burbankca.gov

For office use only: Date Received: _____ Staff Initials: _____ Receipt: _____