

2025 Summer Camp Refund Request Form

Child's Name _____

Date of Request: _____

REFUND POLICY

All requests for refunds must be submitted in writing by completing the Summer Camp Refund Request Form. Forms may be submitted in-person directly to the Recreation Center or emailed to summerdaze@burbankca.gov. Forms can be obtained at each camp location or online at www.burbankca.gov/camps.

- A refund will be issued when request is received at least **10 business days** prior to the start of the week enrolled. **No refund will be issued after this time.**
- For each week refunded, **a \$20 refund fee per child will be applied** regardless of reason for refund.
- A refund will not be issued for days missed in a week. There are no make-up days.
- A refund will be processed within seven business days from date received. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/bank and check refunds may take up to 6 weeks to receive.
- Session deposits and session camp fees (including extended care fees) are non-transferable and may not be applied toward another camp, session balance, or program.
- Transferring from one camp to another will be considered a refund request and \$20 fee per child, per week will applied.

Please check the camp/session(s) you would like to cancel.

Session	Dates	Last Day to Request Refund	Camp Location
1	May 27 – 30 <i>No camp May 26</i>	Monday, May 12	
2	June 2 - 6	Monday, May 19	
3	June 9 - 13	Monday, May 26	
4	June 16 – 20 <i>No camp June 19</i>	Monday, June 2	
5	June 23 - 27	Monday, June 9	
6	June 30- July 3 <i>No camp July 4</i>	Monday, June 16	
7	July 7 - 11	Monday, June 23	
8	July 14 - 18	Monday, June 30	
9	July 21 - 25	Monday, July 7	
10	July 28 - August 1	Monday, July 14	
11	August 4 - 8	Monday, July 21	

Please state the reason for the request: _____

Parent Name: _____ Parent Signature: _____

Email: _____ Phone: _____

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