



## SEAL BEACH RECREATION AND COMMUNITY SERVICES

211 Eighth Street, Seal Beach, CA 90740  
MAIN OFFICE: (562) 431-2527 Ext. 1339 FAX: (562) 430-3498

# Cancellation Request

### Refund/Cancellation Policy

1. Applications for refunds will be granted only if requested prior to the second class meeting. You will be refunded a prorated fee minus the \$5 admin fee for the class you attended.
2. Facility deposits may be refunded if requested 30 days prior to the start date of the event.
3. Refund checks will be mailed within three weeks following the request.
4. If the Department cancels a class before the start date, an automatic refund will be processed at no cost to the registrant.
5. A \$26 Service Charge for any check returned unpaid may be assessed (closed account, NSF funds)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Class #/Facility: \_\_\_\_\_

Fees/Deposit: \_\_\_\_\_

Form of Payment: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature: \_\_\_\_\_

*Feel free to call City Hall at 562-431-2527 ext. 1339 if you have any further questions.*