

**City of Burbank Parks & Recreation Department  
2023 WINTER BREAK REFUND REQUEST FORM**

**REFUND POLICY**

- All requests for refunds must be submitted in writing by completing the Winter Camp 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.**
  - **Session 1 (December 26 – December 29) must be submitted by December 12, 2023**
  - **Session 2 (January 2 – 5) must be submitted by December 19, 2023**

**Email forms to: [SummerDaze@burbankca.gov](mailto:SummerDaze@burbankca.gov) or [clara@burbankca.gov](mailto:clara@burbankca.gov)**

Forms can be obtained at each camp location or online at [www.burbankca.gov/camps](http://www.burbankca.gov/camps)

Child's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Camp Session: \_\_\_\_\_

Please state the reason for the request: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Email: \_\_\_\_\_

**For office use only:** Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Receipt: \_\_\_\_\_