



May, 2019

Dear Parent/Guardian:

Re: Co-curricular Pay to Participate (Athletics & Clubs) Fee Refunds

If you have paid your child's pay to participate fee this year but the student has not participated in a club or sport and you feel you are entitled to a refund, please complete the information below and return the Athletics, Recreation, and Community Service Office no later than **Friday, May 24, 2019.**

Student Name: _____

School they attend: _____

Clubs this student participated in: _____

There is a \$70 (High School)/\$45 (Middle School) charge if they participated in one or more clubs

Sports this student participated in: _____

There will be no refund issued if your student participated in at least one sport.

If you are unsure if you have a refund coming, please still complete this form and send it in. We are unable to accept phone calls and emails, as we are not able to instantly do a verification check. If you send this form in we will get back to you and let you know.

If you paid by credit card and your payment was made more than 90 days ago, we are not able to automatically refund to your card. You may write down a credit card number you want the refund put back onto a card, or if no card number is written down, you will receive a check refund. If you paid by check, your refund must be issued back via a check.

E-mail address: _____ ****Mandatory****
(you must provide an e-mail address for me to confirm receipt of this form)

Refunds will be issued by July 1st for any forms received by the deadline date of Friday, May 24, 2019.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Your phone number in case there are any concerns we need to discuss: _____

For credit card refunds: (Does not need to be the same credit card you paid with. If you paid within 90 days, the refund will go back onto the same card you paid with).

Credit Card Number: _____ Exp: _____ Cvc: _____

You may e-mail this completed form to ALewis@bloomfield.org or mail to:

Bloomfield Hills Recreation, Athletics & Community Services
7273 Wing Lake Road, Bloomfield Hills, MI 48301 **Questions? Email ALewis@bloomfield.org**