

# 2011 REFUND REQUEST

Child's Name: \_\_\_\_\_ Season (Year) Child Participated: \_\_\_\_\_

## Check those that apply to you:

Lions \_\_\_\_\_ Tractors \_\_\_\_\_ Football \_\_\_\_\_ Cheerleading \_\_\_\_\_ Freshman \_\_\_\_\_ JV \_\_\_\_\_ Varsity \_\_\_\_\_

**Tax Donation:** \_\_\_\_\_ Check here if you wish to donate your refund to the DYFA. **Donation amount:** \_\_\_\_\_

Please make check payable to: \_\_\_\_\_

Please mail check to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

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

Comments: \_\_\_\_\_

\_\_\_\_\_

### PLEASE NOTE THAT SUBMISSION OF THIS FORM FORFIETS YOUR CHILD'S POSITION ON THE ROSTER

Refund requests for the 2011 season must be received no later than September 3, 2012 if your participant withdrew from or completed the program. All requests submitted after this date, including any from a previous season, will NOT be honored. Refunds will be released only after all DYFA property has been returned in proper condition and required hours of mandatory parent service have been verified. Registration fee is not refundable as of uniform hand-out day. Refund payments are made payable to the party that submitted payment. If a request is submitted by someone other than the individual that posted payment, a signed and dated "release of funds" letter is required and will be verified before funds are issued. Please allow up to 6 weeks for processing during the off-season and up to 8 weeks during the regular season. Please note, refund requests received in November and December will not be processed until after the first of the year due to end of season closeout.

**Mail To:** DYFA, PO Box 1995, Dearborn, MI 48121-1995.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## OFFICE USE ONLY – DO NOT WRITE BELOW

**Date received by DYFA:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Received by:** \_\_\_\_\_

- Child Dropped:** Before Season Start    During Season    After Season
- Child received uniform / equipment?** Yes or No
- Uniform/Equipment Handed In:** Yes or No    **Returned on Time?** Yes or No    **Clean/Acceptable:** Yes or No
- Parent Service Hours Fulfilled:** Yes or No
- Security Deposit:** Secured or Forfeited
- Security Deposit Amount on file:** \_\_\_\_\_    **Dated Posted:** \_\_\_\_\_    **Amount Posted:** \_\_\_\_\_
- Re-Registration Fee, if Paid:** \_\_\_\_\_
- Fees Due:** \_\_\_\_\_

## Internal Notes:

\_\_\_\_\_

Total Refund Due: \_\_\_\_\_ File Verified By: \_\_\_\_\_ Verified On: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submitted to DYFA Treasurer by: \_\_\_\_\_ Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by DYFA Treasurer: \_\_\_\_\_ Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check # Issued: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_ Date Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_