



**SUNRISE RECREATION & PARK DISTRICT**  
 7801 Auburn Blvd. Citrus Heights, CA 95610  
 (916) 725-1585 www.sunriseparks.com

**SRPD CREDIT REQUEST FORM**

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

Parent/Payee Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(1) Participant's Name: _____	Date of Birth: _____
Activity: _____	Class Code: _____ Start Date: _____ \$ _____
(2) Participant's Name: _____	Date of Birth: _____
Activity: _____	Class Code: _____ Start Date: _____ \$ _____
(3) Participant's Name: _____	Date of Birth: _____
Activity: _____	Class Code: _____ Start Date: _____ \$ _____
<b>Total Credit Requested \$ _____</b>	

**REASON FOR CREDIT REQUEST:**

- Medical     Schedule Conflict     Moved Out of Area     Other

Explanation: \_\_\_\_\_

All customer initiated refund requests that are approved will be granted SRPD Credit.

SIGNATURE OF PARENT/PAYEE: \_\_\_\_\_

*Office use only*

*Approved*     *Denied*     *Referred* \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ E-mailed/Mailed Receipt: \_\_\_\_\_

Amount of Credit: \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_

\_\_\_\_\_  
 Manager Signature

\_\_\_\_\_  
 District Administrator Signature



**SUNRISE RECREATION & PARK DISTRICT**  
7801 Auburn Blvd. Citrus Heights, CA 95610  
(916) 725-1585 www.sunriseparks.com

## **Sunrise Recreation and Park District** **Refund / Credit Policy**

### **Recreation Program Refunds**

SRPD reserves the right to cancel, combine, or divide programs; to change the time, date, or location of programs; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participant.

- Refunds will only be issued if SRPD cancels the program.
- SRPD Credit will be issued for all other granted requests.
- SRPD Credit can be used towards the cost of any other SRPD activity.
- No SRPD Credit will be issued for non-attendance.
- Requests must be submitted in writing to SRPD by using the SRPD Credit Request Form, available at the District Office, or on-line:

#### **SRPD Credit Request Form**

- SRPD reserves the right to adjust the policy depending upon the severity and the circumstances of the situation.

#### **SRPD Credit Request Due Dates**

Courses and programs are held and instructors are paid based on registrations, therefore all SRPD Credit Request Forms are due prior to the first day of the program. Exceptions are listed below:

##### **Aquatics and Health & Safety:**

Requests are due 72 hours prior to first day of program.

##### **Day Care and Preschool Programs:**

No tuition credit for days not attended. All deposits nonrefundable.

### **Facility Rental Refunds**

Facility rental refunds are based upon the individual facility policies and contracts. For more information, visit the refund policy page on our web site: [www.sunriseparks.com](http://www.sunriseparks.com) and choose from the rental policy links listed below, or call the District Office at (916)725-1585.

- Facility, Picnic, and Pool Rentals
- Tournament Rentals