



Refund Application

114 State Route 3, Lakeville, OH 44638

office@roundlake.org

REFUNDS WILL BE CONSIDERED ONLY WHEN THIS APPLICATION IS COMPLETED IN FULL AND ON TIME.

Instructions: Paper applications will only be accepted via e-mail or mail. Do not fax. Applications must be submitted no later than 2 weeks prior to event start date. For mailed applications, the postmarked date must be no later than 2 weeks prior to event start date.

If you were unable to attend a session due to a medical or family emergency (such as a hospitalization or a death in the family), applications must be submitted no later than 2 weeks after the event start date. For medical cases, please include a doctor's note if able.

Please allow up to 2-3 weeks for your application to be processed. Our staff will email you once your application has been reviewed and a decision has been made.

Event/Registration Information

Individual Requesting Refund:

Email Address:

Camper Name:

Event Name:

Event Date:

Registration Date:

Payment Method Used (circle one) Cash Credit/Debit Card Check Money Order

Check Number (if applicable):

Name on Check or Credit/Debit Card:

Amount Paid:

Refund Amount Requested:

Please elaborate your circumstance/what is prohibiting you from attending the event. (Feel free to use back page. If due to medical reasons, also attach a doctor's note if possible):

For Office Use Only

Date Received:

Date Reviewed:

Approved/Declined:

Amount to be Refunded:

Reviewed By:

Reason for Refund/Denial: