



TRANSFER/REFUND REQUEST FORM

City of Hermosa Beach • Parks and Recreation Department
710 Pier Avenue, Hermosa Beach, CA 90254
(310) 318-0280 • hbconnect@hermosabeach.gov

ACCOUNT INFORMATION

Name: _____ Birthdate: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

A Refund/Transfer Request Form must be submitted for all refund requests in person or via email to hbconnect@hermosabeach.gov.

Class Refund Policy: Class refunds must be requested prior to the second class meeting date. No refunds will be given to individuals that register for a class after the first meeting. A refund service charge will be withheld per class, per participant.

Camp Refund Policy: Camp refunds must be requested at least seven days prior to the start of camp. A refund service charge will be withheld per camp, per participant.

Valley Park Day Camp Policy: All Valley Park Day Camp **refund requests AND completed refund request form must be submitted by the Monday prior to the start date** of the requested week of camp. Any refund requests made after the stated date will only be approved if staff are able to fill the vacant space with a participant from the waitlist. If staff are unable to fill the space, the refund request will be denied.

Excursion and City Event Refund Policy: Excursions are not eligible for refunds. Tickets are transferrable.

I understand there is a \$17 administrative fee for each refund request per activity and registrant. Initial Here: ____

TRANSFER REQUEST:

	Participant Name	Class #	Class Name	Start Date	Class Fee
From					
To					

REFUND REQUEST:

Participant Name	Class #	Class Name	Start Date	Class Fee

Reason for request: _____

Signature: _____ Date: _____

If transferring classes/activities, please include payment information for any difference in class/activity cost.

PAYMENT: Visa MasterCard Discover AMEX

Card Number: _____ Expiration Date: _____

Card Security Code: _____ **the last 3 digits of the number on the signature strip located on the back of your card.*

Card Holder Signature: _____