

Lake Saint Louis Parks and Recreation  
REFUND REQUEST

A refund of your paid registration fee will be issued as a credit to the original credit card used or in the form of a check. All refunds are subject to a 5% credit card service charge.

Participants Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Program Name: \_\_\_\_\_ Program Start Date: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

Person Requesting Refund: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email the completed form to [parks@lakesaintlouis.com](mailto:parks@lakesaintlouis.com) or fax to (636) 625-7432.

Refund Request may also be mailed to: LSL Parks & Recreation  
200 Civic Center Drive  
Lake Saint Louis, MO 63367

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**Refund Policy**

- A full refund will be given for classes cancelled by the Parks and Recreation Department or if a registrant is restricted from participating in a program due to a change in program dates or times.
- A full refund may also be given if a registrant is unable to attend due to illness or injury. If the program has already begun, a pro-rated refund will be issued.
- The on-line registration convenience fee is non-refundable.
- Please allow 2-3 weeks for refund processing.

Office Use Only

Entry Fee: \_\_\_\_\_

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

Credit Card  
Service Charge: \_\_\_\_\_

Account Code: \_\_\_\_\_

Total Reimbursed: \_\_\_\_\_

Staff Initials: \_\_\_\_\_