



Refund Request Form - Summer Camp 2014

Refund requests must be submitted to the Summer Camp Office using the Refund Request Form no later than one week prior to the start of the session for which you are requesting a refund. No refunds will be made for late requests.

There is a 10% non-refundable processing fee for all camp registrations. If you are requesting a refund for more than one camper, please fill out a unique request for each child. Refunds are not given for partial camp attendance. Note: It may take 4-6 weeks to refund purchases made by money order.

Refunds may be submitted in person, by fax, or by email. If submitting by email or fax, please retain a copy of the fax confirmation or email read receipt.

DPR Summer Camp Office
Columbia Heights Community Center
1480 Girard ST, NW, 4th FL
Washington, DC 20009

Hours: Mon-Tues 10:00 am - 7:00 pm
Wed-Fri 10:00 am - 5:00 pm
Website: <http://summercamps.dc.gov>
Phone: (202) 671-0372
Fax: (202) 671-2796
E-mail: dpr.camps@dc.gov

Name of person requesting refund:				
Mailing Address:				
Phone Number(s):	Home:	Work:		
Email Address:				
Name of Camper:				
Receipt/Invoice Number:				
Summer Camp Session(s) to refund <i>(check all that apply)</i>	Session 1 <input type="checkbox"/> June 23 - July 3	Session 2 <input type="checkbox"/> July 7 - July 18	Session 3 <input type="checkbox"/> July 21 - Aug 1	Session 4 <input type="checkbox"/> Aug 4 - Aug 15
Before & After Care to refund <i>(check all that apply)</i>	Session 1 <input type="checkbox"/> June 23 - July 3	Session 2 <input type="checkbox"/> July 7 - July 18	Session 3 <input type="checkbox"/> July 21 - Aug 1	Session 4 <input type="checkbox"/> Aug 4 - Aug 15
Summer Camp Location(s):				
Summer Camp Program(s):				
Reason for Refund Request:				
Signature:				Date:

SCO Use Only--Date Received:

SCO Use Only--Date to Finance: