



Refund Request Form DPR Summer Camp 2017

Refund must be received seven business days prior to scheduled start of session. **NO EXCEPTION.** A 10% administrative fee will be deducted per session. Please fill out one form, per participant. We do not give refund for partial camp attendance.

If you paid with credit/debit card, most refund will be return back to the same card within 7 – 10 business days from the date we process your refund. If you paid with money order, it can take up to 4-6 weeks to process refund, a check will be mailed to your address on file.

Refunds may be submitted in person, by fax, or by email. Please retain a copy of your refund request for your record.

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

Hours: Monday: 9:30am – 7:30pm
Tues. – Fri.: 9:30am – 5:00pm
Phone: (202) 671-0372
Fax: (202) 671-2796
E-mail: dpr.camps@dc.gov

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|--|--|---|--|---|
| 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 (check <i>all that apply</i>) | Session 1 <input type="checkbox"/> June 19 - June 30 | Session 2 <input type="checkbox"/> July 3 - July 14 | Session 3 <input type="checkbox"/> July 17 - July 28 | Session 4 <input type="checkbox"/> July 31 - Aug 11 |
| Before & After Care to refund (check <i>all that apply</i>) | Session 1 <input type="checkbox"/> June 19 - June 30 | Session 2 <input type="checkbox"/> July 3 - July 14 | Session 3 <input type="checkbox"/> July 17 - July 28 | Session 4 <input type="checkbox"/> July 31 - Aug 11 |
| 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: