



Refund Request Form DPR Summer Camp 2018

Refund must be received 10 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 – 7:00pm
Tues. – Fri.: 9:30am – 5:00pm
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 (check <i>all that apply</i>)	Session 1 <input type="checkbox"/> June 18 - June 29	Session 2 <input type="checkbox"/> July 2 - July 13	Session 3 <input type="checkbox"/> July 16 - July 27	Session 4 <input type="checkbox"/> July 30 - Aug 10
Before & After Care to refund (check <i>all that apply</i>)	Session 1 <input type="checkbox"/> June 18 - June 29	Session 2 <input type="checkbox"/> July 2 - July 13	Session 3 <input type="checkbox"/> July 16 - July 27	Session 4 <input type="checkbox"/> July 30 - Aug 10
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: