



Withdrawal/Transfer Request

South San Francisco Parks and Recreation Department - Aquatics
1 W Orange Avenue, South San Francisco, CA 94080

How to Submit a Form:

Please submit the **completed form** to Orange Pool at 1 W Orange Avenue in South San Francisco or email a completed digital copy to aquatics@ssfca.gov.

Primary Account Holder Information:

First Name:		Last Name:	
Home Address:		City:	Zip Code:
Phone:		Cell Phone:	
Email Address:			

Please Check One*:	<input type="radio"/> Withdrawing	<input type="radio"/> Transferring
Please Check One*:	<input type="radio"/> Credit (Remain on CivicRec account)	<input type="radio"/> Check (mailed)

*If left blank, any balance returned will default to a credit to remain on your CivicRec account.

If Withdrawing:

Participant:		Class:		Session Code:	
Participant:		Class:		Session Code:	

*Request Reason (If left blank, form will be returned):

If Transferring:

From- Participant:		Class:		Session Code:	
To- Participant:		Class:		Session Code:	

*Request Reason (If left blank, form will be returned):

Refund Policy Acknowledgement:

- All refunds will be issued either as a check or account credit; note, refunds will not be processed back to credit cards. Please ensure your mailing address and account details are up to date to avoid delays.
- I understand that refunds must be requested one (1) week prior to the class start date and no refunds will be given after the first-class meeting besides class(es) cancelled by the Recreation Department. A service charge of \$10.00 PER CLASS will be made for all refunds requested by the participant.
- The \$2.50 processing fee that is charged at the time of registration per class is non-refundable.
- Please allow five weeks (5) for any refund to be processed.
- If a class is canceled by the Department due to low enrollment or instructor availability, a full refund will be issued.
- All cancellations must be in writing.

I acknowledge I have read and understood the contents of this form:

Signature: _____ **Date:** _____

Staff Only

Processed by: _____

Date: _____