**REFUND REQUEST FORM**

|  |  |
| --- | --- |
| PLAYERS NAME |  |
| PARENT NAME(S): |  |
| MAILING ADDRESS |  |
| CITY, PROVINCE |  |
| POSTAL CODE |  |
| PHONE NUMBER |  |
| TEAM |  |
| DIVISION |  |

REASON FOR REFUND: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAKE CHEQUE PAYABLE TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REGISTRATION FEE PAID: $ \_\_\_\_\_\_\_\_\_\_.\_\_\_

- ADMINISTRATION FEE: $ \_ \_$35\_.00 \_

- PRO RATED FEE \* $ \_\_\_\_\_\_\_\_\_\_.\_\_\_

REFUND AMOUNT $ \_\_\_\_\_\_\_\_\_\_.\_\_\_

\***GLA Refund Policy**: *Requests to withdraw/refund registration will be subject to a $35 administration fee and must be received by the board in writing prior to April 30th,* *following which no refunds for registration will be issued except in exceptional circumstances, as determined by the GLA Board of Directors. Refunds may be prorated dependent on date of request. E-payment fees associated with online registrations are non-refundable.* ***All Board decisions in these matters are final.*** *Please note, the timeframe for processing refunds will vary according to the method of payment but can be up to 14 days.*

ADMINISTRATION USE ONLY

INITIAL PAYMENT VERIFIED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE PROCESSED IN ACCOUNTING SYSTEM: \_\_\_\_\_\_\_\_\_\_\_

CHEQUE #: \_\_\_\_\_

AMOUNT: $ \_\_\_\_\_\_\_\_.\_\_\_\_

PROCESSED IN RAMP SYSTEM BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_