



ID# _____

Initial: _____ Date: _____

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PROGRAM CHANGE REQUEST FORM

Transfer, Voucher, Refund & Overpayment

YMCA OF SAN DIEGO COUNTY

PROGRAM REFUND AND VOUCHER POLICY:

- Canceling before the start date of a program results in a 100% refund or voucher (less the deposit & vendor fees)
- Canceling after the first day of a program results in a 75% refund or voucher (less the deposit & vendor fees)
- Canceling on or after the second day of a program results in a 0% refund or voucher

PARTICIPANT INFORMATION

Participant Name: _____ DOB: _____

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Home Phone #: _____ Cell Phone #: _____

Reason for Request (Required): _____

Signature: _____ Date: _____

PROGRAM TRANSFER

*All transfers are subject to availability and are not guaranteed. Transfer requests for the current week of Day Camp can only be made through Tuesday, space permitting.

FROM:
 Program: _____
 Location: _____
 Program Session: _____ Program Code: _____

TO:
 Program: _____
 Location: _____
 Program Session: _____ Program Code: _____

VOUCHER/REFUND REQUEST

Voucher **Refund**

Program: _____ Program Session: _____ Program Code: _____

For Vouchers - Would you like this applied to another program/membership? Yes No (Can be applied to another family member)

Name: _____ Program: _____ Session: _____ Program Code: _____

OVERPAYMENT

Voucher **Refund**

Amount: _____

For Vouchers - Would you like this applied to another program/membership? Yes No (Can be applied to another family member)

Name: _____ Program: _____ Session: _____ Program Code: _____

YMCA OFFICE USE ONLY

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ID# _____ Transaction ID: _____ **CHECK REFUND** **CREDIT CARD REFUND**

Date Received: _____ Initials: _____ Amount Paid (without including FA or discounts applied): _____

Date Approved: _____ Initials: _____ Amount of Voucher/Refund (amount paid minus fees): _____

Date Processed: _____ Initials: _____ Executive Approval: _____ Date: _____