



BOYS & GIRLS CLUBS
OF KING COUNTY
KIRKLAND BRANCH

Date: _____

REFUND POLICY:
Membership to the Boys & Girls Club is non-refundable. A full refund will be issued for programs canceled by the KBGC. A full refund, minus the processing fee, will be issued when the cancelation date is prior to the program start date. After a session begins, only a pro-rated amount, minus the processing fee, will be refunded. **There is a \$10.00 processing fee for all program refunds and a \$25.00 processing fee for summer camp refunds.** A refund may take up to four weeks to process. Upon completion, it will be mailed to the provided address.

Child's Name: _____ Program: _____

_____ Program cancelled by KBGC due to lack of sign-ups.

_____ Other (explain): _____

I the undersigned hereby apply for a refund of the fees I paid for the above program. I understand the above policy and that this application will constitute in disenrollment for the above child from the program.

X _____
SIGNATURE

NAME: _____

ADDRESS: _____

CITY: _____

ZIP: _____

PHONE: _____

Program Fee: _____
Program Processing Fee: -\$10.00
Summer Camp Processing Fee: -\$25.00
TOTAL DUE: _____

FOR OFFICE USE ONLY

Account: _____
Receipt: _____
Program Director: _____
Administrative Assistant: _____
Executive Director: _____
Date Refund Mailed: _____