Co-Curricular Fees
Request for Refund
Secondary – Grades 7-12

STEVENS POINT AREA PUBLIC SCHOOL DISTRICT

Complete this form to request a refund of co-curricular fees. The guidelines for approval or denial of refunds are stated below. A final determination regarding this request shall be made by the district athletic director for all school sponsored athletics or by the building principal for all clubs and activities.

A. Refunds

If a student is no longer able to participate in an activity due to circumstances beyond his/her control, a refund may be requested.

1. **Examples of requests eligible for refunds**:
   a) Participants who do not make a team following a tryout process
   b) A season ending injury
   c) A family leaving the district during an athletic season
   d) A family leaving the district during the school year for a year-long club or activity or before the club or activity begins
   e) A student who voluntarily terminates participation before the first game

2. **Examples of requests not eligible for refunds:**
   a) Participants who complete at least 50% of a season
   b) A student removed from participation for academic or disciplinary reasons
   c) A student removed from participation for athletic code or club/activity rules violations
   d) A student who voluntarily terminates participation after the first game

Refunds Request

Student Name_____ School_____

Sport, Club, or Activity_____

State reason for refund request:

_____

_____

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Signature of Student_____ Date_____

Signature of Parent/Guardian_____ Date_____
(Required if student is under age 18)

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If approved, make Check Payable To: _____

Street: _____ City: _____ Zip: _____

For Office Use Only:

_____ Refund Approved (Form sent to business office for processing)
_____ Refund Denied (Form and explanation returned to student or parent/guardian

Signature of Principal or Athletic Director: _____ Date:_____

Prepared by: K. Krautkramer – Business Office *08/01/2011*