



CITY OF LARAMIE PARKS & RECREATION
 P.O. Box C / 920 Boulder Drive Laramie, WY 82073
 Phone: (307) 721-5269
 Fax: (307) 721-5284
 TDD (307) 721-5295



Activity Change/Cancel Request

Parent Name (if participant is a minor) _____

Phone (primary) _____ (other) _____

E-Mail Address _____

Name of child enrolled in activity _____

Activity enrolled in _____ Fee Paid _____

Reason for request (REQUIRED): _____

❖ Cancel activity registration

___refund ___apply credit to household for future use

❖ Transfer to a different activity

Activity Name _____ Activity Date & Time _____ Fee _____

If there is a difference in fees any balance due must be paid at time of transfer request. If a refund is due,

___refund ___apply credit to household for future use

Recreation Center Activity Refund Policy: •Full refunds will be given for cancellations that are received one or more working days before the activity is scheduled to begin. • Full credit to your account will be issued for cancellations received less than one working day before the activity is scheduled to begin. • With City of Laramie approval, pro-rated account credit may be issued for cancellations received after an activity begins, if there is dissatisfaction with the activity, a medical situation, and/or other extenuating circumstances. Failure to attend is not considered a cancellation. • If original payment was by credit card, a credit will be issued back to that card. If original payment was by cash or check, you will be issued a refund in the form of a check. Refunds may take 2-3 weeks to process. Participants are permitted to transfer the credit to another activity or account.

****please email this form to parksandrecinfo@cityoflaramie.org**

Signature _____ Date _____

Staff Signature _____ Date _____

For Office Use Only

Processed By: _____ Date: _____