

Laguna Niguel Parks and Recreation

Canceled, Refund & Transfer Activity Form



Instructions:

1. Read and complete form accurately.
2. Submit at least two (2) days prior to class start date.
3. Submit completed application via walk-in, fax or email.

City of Laguna Niguel Parks & Recreation Dept.

Attn: Derek Dillahunty

29751 Crown Valley Parkway

Laguna Niguel, CA 92677

Fax: 949-249-1115 ddillahunty@cityoflagunaniguel.org

Contract Instructor Name:	Activity Name & Activity #:	Cancel this Activity?:	Refund all Students?:
		Yes	Yes
		No	No

Refund These Students:

Student's First and Last Name	Student's First and Last Name	Student's First and Last Name
Student's First and Last Name	Student's First and Last Name	Student's First and Last Name
Student's First and Last Name	Student's First and Last Name	Student's First and Last Name
Student's First and Last Name	Student's First and Last Name	Student's First and Last Name

Transfer These Students:

Student's First and Last Name	Into Activity #:	Student's First and Last Name	Into Activity #:
Student's First and Last Name	Into Activity #:	Student's First and Last Name	Into Activity #:
Student's First and Last Name	Into Activity #:	Student's First and Last Name	Into Activity #:
Student's First and Last Name	Into Activity #:	Student's First and Last Name	Into Activity #:

For Office Use Only

Staff Completing Transaction:

Date:

Time: