



Summer Camp Refund Request Form

Refund requests for 2015 must be submitted to the Summer Camp Office using the Refund Request Form no later than one week prior to the start of the session for which you are requesting a refund. No refunds will be made for late requests.

There is a 10% non-refundable processing fee for all camp registrations. If you are requesting a refund for more than one camper, please fill out a unique request for each child. Refunds are not given for partial camp attendance. Please note: It may take 4-6 weeks to refund purchases made by money order.

Refunds may be submitted in person, via fax or email. If submitting by email or fax, please retain a copy of the fax confirmation or email read receipt.

DPR Summer Camp Office
Columbia Heights Community Center
1480 Girard ST, NW – 4th Floor
Washington, DC 20009

Hours: Mon: 9:30 a to 7 p
Tues – Fri: 9:30 a to 5 p
Website: <http://summercamps.dc.gov>
Phone: (202) 671-0372
Fax: (202) 671-2796
E-mail: dpr.camps@dc.gov

Name of person requesting the refund:				
Mailing Address:				
Phone Number(s):	Home:	Work:		
Email Address:				
Name of Camper:				
Receipt/Invoice Number:				
Summer Camp Session(s) to refund <i>(check all that apply)</i>	Session 1 <input type="checkbox"/> June 22 - July 2	Session 2 <input type="checkbox"/> July 6 - July 17	Session 3 <input type="checkbox"/> July 20 - July 31	Session 4 <input type="checkbox"/> Aug 3 - Aug 14
Before & After Care to refund <i>(check all that apply)</i>	Session 1 <input type="checkbox"/> June 22 - July 2	Session 2 <input type="checkbox"/> July 6 - July 17	Session 3 <input type="checkbox"/> July 20 - July 31	Session 4 <input type="checkbox"/> Aug 3 - Aug 14
Summer Camp Location(s):				
Summer Camp Program(s):				
Reason for Refund Request:				
Signature:				Date:

SCO Use Only--Date Received:

SCO Use Only--Date to Finance: