

# DYFA REFUND REQUEST FORM

Child's Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Participation Year: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_

## Check those that apply to you:

Pioneers\_\_\_\_ Thunderbirds\_\_\_\_ Tractors\_\_\_\_

Football Player \_\_\_\_\_, Jersey#\_\_\_\_\_

Cheerleader \_\_\_\_\_

Jr Freshman \_\_\_\_\_ Freshman\_\_\_\_ JV\_\_\_\_ Varsity\_\_\_\_

Please make check payable to: \_\_\_\_\_

Please mail to Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Tax Donation:** \_\_\_\_\_ Check here if you wish to donate your refund to the DYFA. **Donation amount:** \_\_\_\_\_

Comments: \_\_\_\_\_

## PLEASE NOTE THAT SUBMISSION OF THIS FORM FORFEITS YOUR CHILD'S SPOT ON THE ROSTER.

**In addition, veteran registration rights are terminated and your child will not be eligible to register until open registration begins for your boundary and your child must be registered as a new participant.**

All Raffle ticket sales are final! Registration/Participation fee is not refundable once uniform/equipment has been signed out. Refunds will be released only after all DYFA property has been returned in proper condition and required hours of mandatory parent service have been fulfilled and verified. Any and all fees incurred will be deducted (by way of example, but not limited to: late equipment return fee, uniform cleaning fee, etc.).

**Payable To:** Refund payments are made payable to the party/parties that submitted payment. If a request is submitted by someone other than the individual that posted payment, a signed and dated "release of funds" letter is required and will be verified before funds are issued.

**Processing Time:** Please allow up to 6 weeks for processing during the off-season and up to 8 weeks during the regular season. Please note, refund requests received December 1 thru March 1 will not be processed until March 15th due to end of season closeout. **Please complete and submit one per child.**

**Mail Request to: DYFA, PO Box 1995, Dearborn, MI 48124-1995**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## OFFICE USE ONLY – DO NOT WRITE BELOW

Request Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ File Manually Reviewed & Verified By: \_\_\_\_\_

o **Child Dropped:** Before Season Start\_\_\_\_ During Season\_\_\_\_ After Season\_\_\_\_

o **Before Season Start:** Registration Fee Paid: Yes or No **Raffle Ticket # Issued:** \_\_\_\_\_

o **Equipment/Uniform/Jerseys Issued?** Yes or No

o **Equipment/Uniform/Jerseys Returned:** Yes or No

o **Returned on Time?** Yes or No **Clean/Acceptable:** Yes or No

o **Parent Service Hours Fulfilled:** Yes or No

o **Security Deposit Status:** Secured or Forfeited **Amount Posted:** \_\_\_\_\_ **Dated Posted** \_\_\_\_\_

o **Fees Incurred:** Yes or No **Fees Due:** \_\_\_\_\_

o **Refund Amount Due:** \_\_\_\_\_

Notes: \_\_\_\_\_

Date Submitted to DYFA: \_\_\_\_/\_\_\_\_/\_\_\_\_ **Decision:** Approved or Denied **Amount Approved:** \_\_\_\_\_

Check # Issued: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_ Date Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_