

## **NO REFUNDS AFTER JULY 1<sup>st</sup>, 2016**

If you are due a refund we want to process one for you; however you must help us by following the procedures outlined below and in our Regional Guidelines.

Refunds are not issued automatically; a refund request form must be completed and submitted to the Region. No Board member, Coach, or other member of the Region can promise you a refund. The only way to get a refund is to complete this form and mail it to the Region's Post Office Box. **NO EXCEPTIONS!!!**

Your refund request **WILL NOT** be processed unless all of the items below are present:

- 1 \_\_\_ A COMPLETED REFUND REQUEST FORM WITH ALL THE INFORMATION FILLED IN
- 2\_\_\_ A COPY OF YOUR COPY OF THE REGISTRATION FORM  
(May be printed at [www.eayso.org](http://www.eayso.org))
- 3\_\_\_ A COPY OF YOUR RECEIPT
- 4\_\_\_ A SELF-ADDRESSED AND STAMPED ENVELOPE
- 5\_\_\_ DISCOUNT CARDS RECEIVED AT REGISTRATION  
(The refund will be less an additional \$10 per card not returned; max of \$40)

### **Refund request processing schedule:**

Please allow 90 days from the date you mail your request for it to be processed.  
(Sometimes it may even take longer!)

Scholarships are given to families even though players are designated to receive them. The region does take into account whether a family received a scholarship when considering whether to issue a refund for a non-designated player in the same family. Under these circumstances no refund will be issued. Families are not eligible to receive a refund for a player designated for scholarship who does not play.

AYSO Region 638  
PO Box 3324  
Quartz Hill, CA 93586-0324

Form must be postmarked  
before July 1st, 2016  
or no refund will be issued

## 2016 REQUEST FOR PLAYER DROP AND REFUND OF REGISTRATION FEES

The player listed below will not be participating in the 2016 QH AYSO Season. I understand that by signing and submitting this refund request form, the player listed will be removed from the program. If at a future date I decide to re-register this player for the 2016 Season, the player will be placed on the waiting list and will only be registered and placed on a team if space is available in the appropriate division. If this player is re-registered payment will be at the current registration rate as outlined in our Regional Guidelines.

I understand that my request for a refund will be honored if this form is postmarked by July 1, 2016 and that my registration fee will be refunded less a \$20 administration fee per player. In addition, the four discount cards received at the time of registration must be returned or the refund will be \$10 less for each card that is not returned. **I also understand that not providing the required documentation and/or not completing this form completely will delay or prevent processing!**

Today's Date \_\_\_\_\_ Players Full Registered Name: \_\_\_\_\_

Boy: \_\_\_\_\_ Girl: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Division (if known): \_\_\_\_\_

Amt. Paid: \_\_\_\_\_ Form of Payment (Cash/Check/Money Order): \_\_\_\_\_ No. of Discount Cards Returned: \_\_\_\_\_

Make refund check out to: \_\_\_\_\_

Parent's Full Name: \_\_\_\_\_

Phone: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Reason for Drop: \_\_\_\_\_

Signature (required): \_\_\_\_\_

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AYSO Region 638 Use Only

Sign-offs (as required):	Receipt Number: _____ (from form)
Registrar: _____	Receipt verified by: _____ (required)
RC: _____	Uniform Returned: _____
Treasurer: _____	Amount Refunded: _____
	Date Check Mailed: _____

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**Mail completed form with a self-addressed stamped envelope, a copy of your child's registration form, a copy of your receipt, and any discount cards you are returning to the address listed above**

**PLEASE NOTE:** A refund will only be issued to the party  
that paid the registration fee for the player listed.