

Tucson Unified School District PARTICIPATION FEE REFUND APPLICATION

The following guidelines apply for all participation fee refunds:

1. Refund applications will be accepted only until the end of the regular season for those who drop the activity **prior to the first contest**, the activity is cancelled, or if cut from the activity.
2. ***If a student leaves an activity after the first contest or performance no refunds will be given.***
3. If a student leaves an activity prior to the first contest or performance, 100% of fee will be refunded. (Pre-season tournament games count as first competition).
4. 100% of the participation fee will be refunded for activities cancelled due to lack of adequate numbers, or if student is cut from activity.
5. This application must be signed by the parent/guardian, coach and/or equipment manager and Assistant Principal for Activities, and taken to the school Finance Office for approval and processing.
6. You may transfer a fee from sport to sport or fine art to fine art. You may **NOT** transfer a fee from one student to another. See your Activities Secretary for further information.

STUDENT NAME _____ Matric # _____ H.S.
Please Print

WHICH ACTIVITY? _____ REASON YOU LEFT ACTIVITY _____

Amount of Fee Paid by Student/Parent/Guardian: _____
 Amount of Fee Paid by Educational Enrichment Fund: _____
 Amount of Fee Paid by School Scholarship: _____
 Amount of Fee Paid by Additional Scholarship: _____

DATE YOU LAST ATTENDED PRACTICE: _____ Additional Information: _____

COACH'S SIGNATURE REQUIRED: _____ Date: _____

EQUIPMENT TURNED IN: _____
Equipment Manager Assistant Principal, Activities

MAKE CHECK PAYABLE TO: _____
Please Print Parent/Guardian Signature

ADDRESS: _____
Number Street Zip Code

For High School Finance Office Use Only

Refund from:
 (Check applicable boxes)

(Object) 1723 1724 (Fund) _____ - (Dept.) _____ - (Program) 000 - (Function) 0000 - (Project) _____ Amt. \$26.00
 (F/A) (Sport) (F/A) (Sport)

State Tournament: (Fund) 52507 (Fine Art) 52508 (Sport) - (Dept.) 5066 Amt. 4.00

 JOURNAL ENTRY INFORMATION FOR SPORT/FINE ART TRANSFER: _____
 (An activity fee may be transferred from sport to sport or fine art to fine art only – you may not transfer from sport to fine art or vice versa)

OBJ	FUND	DEPT	PROG	FUNC	PROJ	ACCT NAME	DEBIT	CREDIT

APPROVED: _____ DATE: _____