

Chess Refund Request Form

A partial or full refund is available if the proper procedures are followed when cancelling a chess session signup. Information about program refund policies, processing times, and requirements for completing this form are available online at www.ChessKidz.org. Please complete the form and mail it to the address shown below. A refund check will be mailed out shortly. NOTE: If this form is being used for multiple refunds, please attach a list of student names and grades.

ChessKidz
P.O. Box 34722
Reno NV, 89533

NAME OF SCHOOL	STUDENT NAME	GRADE	PARENT NAME
REASON FOR REFUND		REFUND AMOUNT	MAILING ADDRESS FOR REFUND CHECK
		\$	
SESSION START DATE	DATE OF REQUEST		PARENT TELEPHONE

The following is for office use only.

COMMENTS (including action taken to resolve any problem):

DATE OF REFUND	CHECK NUMBER	AMOUNT REFUNDED	INITIALS	COMMENTS
	#	\$		