

(Adult) Primary Contact (Participant name goes under "Course Activity..." if different from Primary Contact)

last name		first name	
street address		city	state
e-mail address		zip code	
		phone	

COURSE WITHDRAWAL FORM

If you are not satisfied with your experience for any reason and choose to withdraw your registration, please let us know prior to the second class meeting. We will place a credit on your account that can be applied to another course. The credit-on-account must be used within one (1) year from the date the credit-on-account is issued, or the City will refund any amount (if a balance remains after a \$15 processing charge per course is deducted) then due to the individual. If you prefer to receive a refund, a \$15 processing charge will be deducted from each course fee. Should you choose to withdraw, we kindly ask that you to fill out a course evaluation so we may improve future offerings.

Course or Activity Session Information (Please print clearly. Thank you.)

COURSE CODE	PARTICIPANT'S NAME	COURSE/ACTIVITY NAME	START DATE

Credit on Enjoy! account

Refund (less \$15 processing charge)

Reason for withdrawal/comments:

We value your feedback. Please feel free to send us your comments or write to us at EnjoyOnline@CityofPaloAlto.org

COURSE TRANSFER FORM

Participants may transfer between courses, prior to the second class meeting, on a space-available basis. There is no charge for transfers, but participants will be responsible for any additional costs.

Course or Activity Session Information (Please print clearly. Thank you.)

	COURSE CODE	PARTICIPANT'S NAME	COURSE NAME	START DATE	COST
TRANSFER FROM					
TRANSFER TO					
TRANSFER FROM					
TRANSFER TO					

Please provide your credit card number below if the course being transferred to is a higher price.

Card No.	Exp Date	Signature
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