



# Allen Sports Association

950 E. Main Street  
Allen, TX 75002  
(972) 727-9565, Fax (972) 727-9760  
[www.allensports.org](http://www.allensports.org)

## REFUND POLICY AND REQUEST FORM

### POLICY

The Allen Sports Association will issue a refund *minus* a \$30 administrative fee any time PRIOR to the close of REGULAR registration for any individual sport.

Once REGULAR registration has ended NO REFUND REQUESTS will be accepted.

To receive a refund prior to the close of REGULAR registration we must receive the attached refund request form prior to the close of REGULAR registration. All information on the form must be complete to ensure a proper refund.

If the registration fee was paid via check or money order a replacement check will be issued. If the request is submitted by 5 p.m. on a Friday the refund check will be mailed no later than the following Friday.

If the registration fee was paid by credit card the refund will be processed back to the same credit card. It can take up to 5 to 7 business days to see the refund reflected on your credit card statement.

Refund request forms can be faxed, mailed or dropped off at the ASA office.



# Allen Sports Association

950 E. Main Street  
Allen, TX 75002  
(972) 727-9565, Fax (972) 727-9760  
[www.allensports.org](http://www.allensports.org)

## REFUND REQUEST FORM

Office Use Only

Refund# \_\_\_\_\_

### PAYEE INFORMATION

Requested by (*please print*): \_\_\_\_\_

Pay to the order of: \_\_\_\_\_

Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLAYER INFORMATION

Player Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Season: \_\_\_\_\_

League/Division: \_\_\_\_\_

Paid by (Please check one): \_\_\_\_\_ Check/Money Order \_\_\_\_\_ Credit Card

### REASON FOR REQUEST

\_\_\_\_\_  
\_\_\_\_\_

Office Use Only

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Amount \_\_\_\_\_ By: \_\_\_\_\_