



Allen Sports Association

950 E. Main Street
Allen, TX 75002
(972) 727-9565, Fax (972) 727-9760
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.



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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: _____