



Refund Request Form – Live Courses

This form is to be used for live course registrations only. No refunds are given for online courses.

Refund requests must be received by USA Gymnastics within 30 days following the course.

Refunds will be processed in the same form payment was received.

Registration Information

Name of course registrant: _____ USAG #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Course Information

- Course : U101 Safety/Risk Management (live course)
- R102 Preschool Fundamentals: Hands on Training (HOTPS)
- R103 School Age: Hands on Training (HOTSA)
- W200 Development Coaches Course: Hands on Training (HOTD)
- Other: _____

Course Code: _____

Payment Information Check if same as above, otherwise complete the information below

Name of Payee: _____ USAG #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Refund Options (please select one option from the choices below)

- Please cancel my course registration and refund the registration amount minus a 25% processing fee. (**Please note: Memberships are non-refundable. Refunds are given for course registration fees only.*)
- Safety course only: Please cancel my live course registration, because I would prefer to take the online course. A \$5 processing fee will apply.
(Complete your online course registration prior to submitting this form.)

I acknowledge that the registrant indicated above will no longer be attending this course/did not attend this course. A refund is requested and it is understood that the refund amount is the registration cost less the refund processing fee. All refunds will be processed to the payee using the original form of payment. Please return this form to USA Gymnastics at the address, email or fax number below and allow 3-4 weeks for processing.

Signature of course registrant: _____ Date: _____

Signature of payee: _____ Date: _____

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