



For Office Use Only			
Status:	Approve/Denied	Signature:	
RT# :		Vendor #:	
Amount:		Account:	

Membership Fee Refund Request

Even though the AYSO membership fee is non-refundable, there may be extenuating circumstances that warrant a refund. Some of these include incorrect signups (duplicate/test) or Regions not producing a program that players signed up for. A process has been created to request a membership fee refund.

The AYSO Membership fee is a non-refundable fee that:

- Is valid for the entire membership year
- Is applicable to any AYSO Region and program in that membership year (Fall/Spring/Summer)
- Will not be charged again if a player signs up within the membership year

Once received, the form will be reviewed by the finance department to verify that the player did in fact pay the membership fee. If the request is approved, the requestor will be notified and a check will be issued. Please be aware that this is a long process, and it may take 12-15 business days before a decision has been made. Followed by 5 business days to process the check if refund approved.

Date:		Section/Area/Region:	
Player Full Name:			
Player ID(s):		Player Birthdate:	
Requested by:		Relation:	
Address:			
Season Name and Dates:			
If the Region is the requestor - has a refund been issued to the parent? (If so, please attach a copy of the check)			

Reason for Refund Request	
Signature (Type name):	

E-mail the completed form to refunds@ayso.org to begin the refund process.

Updated: 06.04.2018