



# Request for Refund of ServaSport Entry Fees

To be used for entries via the online entry system 'ServaSport'. Requests will be dealt with individually and any supporting documentation should be included with the request. The PDC will inform you of their decision via email – please provide the correct one on this form.

### Player Information

Name \_\_\_\_\_  
 Email Address \_\_\_\_\_

### Refund Requested for:

| Event(s)             | Fee Paid |
|----------------------|----------|
| A _____              | _____    |
| B _____              | _____    |
| C _____              | _____    |
| D _____              | _____    |
| Total Refund Claimed |          |
|                      | _____    |

### Reason for Refund Request (enclose any documentary evidence supporting your claim i.e. Dr Certificate etc)

A \_\_\_\_\_  
 \_\_\_\_\_  
 B \_\_\_\_\_  
 \_\_\_\_\_  
 C \_\_\_\_\_  
 \_\_\_\_\_  
 D \_\_\_\_\_  
 \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

### Procedure for the request of a refund of ServaSport entry fee(s):

- Download request form (PDPA 8c) or pick up at any Pro-Tour event from PDPA Officer
- Complete form with required details, sign and return to: **Hayley Scott, PDC, Mascalls, Mascalls Lane, Brentwood, Essex, CM14 5LJ**
- Enclose any documentary evidence to support your request
- The PDC will consider your claim and decide on the outcome within two weeks of receipt. The decision of the PDC is final
- You will be informed of their decision via email. The PDPA will also be informed of the decision.
- In the event a refund is authorised, monies owed will be returned to the account used to pay for entry.

| OFFICE USE                         |  |
|------------------------------------|--|
| Date Claim Received                |  |
| Date Claimant Informed of Decision | (within two weeks of receipt of claim)                               |
| PDC Decision                       | Authorised <input type="checkbox"/> Refused <input type="checkbox"/> |