



SCHOOL GROUP REFUND REQUEST FORM

TODAY'S DATE: _____

SCHOOL GROUP NAME: _____

SCHOOL MAILING ADDRESS: _____

CONTACT NAME: _____

CONTACT PHONE: _____

CONTACT EMAIL ADDRESS: _____

VISIT DATE: _____

CONFIRMATION NUMBER: _____

DETAILED REFUND INFO: # of chaperones – _____ # of students – _____

If you have unused tickets to return, please mail them to the address below with your completed form **within 30 days of your field trip** or we will not be able to process a refund.

LEGOLAND Florida
Attn: Admissions – Altoniece Smith
One LEGOLAND Way
Winter Haven, FL 33884

If you are requesting a refund from an overpayment and do not have hard tickets to return, please scan and email your completed form to LLF.SchoolRefunds@legoland.com.

*Refunds will only be processed if the refund amount is over \$100 on tickets that were not issued, tickets that were returned unused or for overpayment. The number of student tickets returned will affect the ratio of complimentary tickets on your order and you may be charged for additional adult tickets. Refunds may take 8-12 weeks to process. **Incomplete refund forms will not be accepted.**