

MARCH 12, 2020

Good Afternoon,

**Full refunds will be issued for tickets purchased for Chardon High School's Spring Musical**  
(*Mamma Mia!* - now POSTPONED due to COVID-19 concerns in Ohio) as follows:

1. Credit card refunds were issued yesterday, March 11, 2020, and will show on your credit card account in five (5) to ten (10) business days.
2. Ticket holders who purchased their tickets via cash or check will need to please:
  - Complete the [attached refund form](#).
  - Together with the ticket(s) given at time of purchase, EMAIL the completed form to [deb.armbruster@chardonschools.org](mailto:deb.armbruster@chardonschools.org) with Mamma Mia! Refund noted in the subject line *OR* mail to:

Deb Armbruster, Treasurer/CFO  
Chardon Board of Education  
428 North Street  
Chardon, OH 44024

- **UPDATE 3/16/2020:** In line with mandates for social distancing due to COVID-19, we kindly ask that you please do *not* drop off your refund form at the Board office in person.
- NOTE: The refund form must be filled out completely with your name and address. Please enter the ticket number(s) where it asks for a receipt number. If at all possible, please include a copy of your check if you paid by check. Refunds will only be issued if all purchased tickets are submitted with the refund form. Cash and check paid refunds will be issued to you via check. Please allow five (5) to ten (10) business days (*following Mrs. Armbruster's receipt of your request*) for your refund check to arrive in the mail.

We apologize for any inconvenience. If you have questions, please contact Deb Armbruster at [deb.armbruster@chardonschools.org](mailto:deb.armbruster@chardonschools.org) and indicate Mamma Mia! Refund in the subject line.

Thank you.

~Chardon Local School District