



REFUND/TRANSFER/ACCOUNT CREDIT REQUEST

REFUND TRANSFER ACCOUNT CREDIT

Date: _____

Primary Contact/Payer Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Participant Name: _____

I wish to request a refund/transfer for the following program(s):

Program: _____ Code #: _____ Fee: _____

Program: _____ Code #: _____ Fee: _____

I wish to transfer into the following program:

Program: _____ Code #: _____ Fee: _____

Reason for or description of the request: _____

Refund Policy

- All requests for refunds/transfers/account credits must be submitted in person two business days prior to the first class meeting or practice of program. Trips required reservations weeks ahead of time and therefore do not allow us to refund. Please see staff for individual trip policies. REACH and Summer Day Camp have their own specific refund policy. The date you request to get a refund/transfer/account credit is the day you fill out this form and submit it to our office.
- Individuals requesting refunds with two or more business days notice prior to the first class, meeting or practice will receive a 100% refund less \$10 for administrative costs. Transfers and account credits are done with no administrative fee charged as long as two business day notice is given.
- Certain programs may have a registration deadline where a refund is not possible after the deadline. No refunds/transfers/account credits will be issued for any programs after the first meeting of a program, unless a physician's excuse is presented. Refunds requested for medical reasons will be prorated from the time the request is received.
- A refund for programs that cost less than \$15 can be applied to another class or as a family credit for use on a future program for any member of your family.

Signature: _____

Office Use Only:

Program Fee: _____

APPROVED

Service Charge: _____

DENIED

Total Refund Amount: _____

Completed on: _____ by: _____

Recreation Manager

Supervisor Notes: _____

Continue on back if necessary