

REFUND REQUEST FORM

REFUND POLICY

All refund requests must be made in writing, by completing this form. No request will be processed without this form. There is a \$10.00 administrative fee for all cancellations.

Program refund requests must be received at least 7 days prior to the start of the program. Requests for refunds after the program has begun will be considered on a case by case basis.

*Summer Camp Refund Policy: A full refund less the \$10.00 administrative fee will be granted until May 1st. A 50% refund will be granted up to 7 days prior to the first day of camp. No refund will be given when the cancellation is less than 7 days prior to the first day of camp.

Wyman Woods Rental Cancellation Policy: A full refund will be granted up to 90 days prior to the reservation date. A 50% refund shall be issued when the cancellation is made up to 30 days prior to the reservation date. No refund will be made when the cancellation is less than 30 days prior to the the reservation date.

Full refunds will be given if the program or reservation is cancelled by the Parks & Recreation Department.

Participant Name (Required): _____

Program / Facility Rental Name (Required): _____

Phone (Required): () - _____

Email (Required): _____

Date (Required): _____

Original Payment Method (Required):

(Select only one option)

- Credit Card
- Cash
- Check

Reason for Refund Request (Required - Select at least one option):

- Medical
- Personal Conflict
- Program Schedule Change
- Other

If Other, please explain:

REFUND REQUEST FORM

Signature (Required): _____

Please Note: Go to check out to complete transaction there will be no charge. but if you do not finish it then it will not be sent. Thank you Parks & Rec.