

Recreation & Parks refund request

26-470-630-4245 R-

Note: Refund checks typically take 2-3 weeks to process and are sent to the mailing address listed below by the Town Treasurer.

Date of request:	
Name of participant:	
Program name:	
Check payable to?	
Mailing Address:	
Daytime phone number:	
Parent/Guardian Signature:	

<u>Reason for request:</u>

Original amount Paid:	\$
Fees: charged (see notes below):	\$
Total refund:	\$

All requests *must* be in writing. *Program* cancellation requests must be done before the 2nd meeting of the program; *permit* cancellations at least 5 business days prior to the date of the event.

A \$10.00 processing charge as well as a fee for any classes attended will be subtracted for all program cancellations. Processing fees for *permit* cancellations will be determined on a case by case basis based on amount of notification.