



# Refund Request Form

Park and Recreation Department  
40 Fairbank Road  
Sudbury, MA 01776  
978-443-1092  
McNamaraK@sudbury.ma.us

## REFUND POLICY

All refunds are processed once a week, on Thursdays, regardless of the day of the week it is requested.

All refund requests must be made in writing, by completing this form in its entirety. No request will be processed without this form.

Full refunds will be given if the program is cancelled by the Park & Recreation Department.

All refund request must be received 7 business days prior to the start of the program. Refund requests received at least 7 days prior to the start of the program will be assessed a \$5.00 withdrawal fee; except for summer programs, which will be assessed a \$25.00 withdrawal fee. After 7 business days, no refunds will be granted.

No refunds will be issued for American Red Cross programs.

If you pay by check, you must submit a copy of the cancelled check with this form.

Refund requests for all Park & Recreation run summer programs (Sudbury Summer, Sudbury Summer Inclusion, CIT, Preschool Pals, and Sudbury Adventure) must be received on or before June 15. Refund requests made prior to June 15<sup>th</sup> will be accessed a \$25.00 withdrawal fee. After June 15<sup>th</sup>, no refunds will be granted for these programs.

Refunds after the class has begun or after the class has ended may be considered on a case by case basis.

Participants Name: \_\_\_\_\_  
  First  M  Last

Program Name: \_\_\_\_\_ Program Date(s): \_\_\_\_\_

Date of Registration: \_\_\_\_\_ Invoice Number: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Payment method:  Cash     Check: # \_\_\_\_\_     Credit Card

Reason for refund request:

Medical illness                           Personal Conflict                           Class schedule changed

Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## FOR DEPARTMENT USE ONLY

Date Received: _____	Date Reviewed: _____	Reviewed by: _____
Fee assessed: _____	Total refund amount: _____	
Refunded in Authorize: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date: _____	Initials: _____
Refunded in MyRec: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date: _____	Initials: _____