



# Refund Request Form

Park and Recreation Department  
 40 Fairbank Road  
 Sudbury, MA 01776  
 978-443-1092

[recreation@sudbury.ma.us](mailto:recreation@sudbury.ma.us)

## REFUND POLICY

**Sudbury Parks, Recreation & Atkinson Pool  
 Refund Policy -Refund guidelines for most programs.  
 Exceptions are noted on specific program registration pages.**

**Submit refund requests via the Refund Request Form on our website at least 7 business days before the program start. Refunds requested 7 business days in advance incur a \$10 fee. No refunds for requests made less than 7 or less business days before the program. Refunds for credit card payments are processed faster. Transactions older than three months are refunded by check. Check payments require a refund form and a copy of the canceled check. No refunds for missed classes or sessions. No subs either. Refunds go to the original payment method. Processing time: up to 14 business days. After submitting the form to [recreation@sudbury.ma.us](mailto:recreation@sudbury.ma.us), follow up with a phone call to 978-443-1092.**

**Red Cross Programs - No refunds after registration.**

**Summer Programs  
 \$10 cancellation fee for all cancellations.  
 \$50 deposit per session (or per week for Pre-School Pals) is non-refundable after May 30.  
 No refunds after June 13.  
 Contact our office for assistance. Policies are subject to change.**

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: _____