

Refund Request Form

recreation@sudbury.ma.us

REFUND POLICY				
Refund & Cancellation Policy (Effective Jan 1, 2025)				
All refund requests must be submitted in writing using the official Refund Request Form. Requests may be emailed to recreation@sudbury.ma.us or dropped off at the front desk. Refunds are issued to the original payment method and may take up to 14 business days.				
Summer Programs (incl. Preschool Pals): \$10 fee per session after registration. \$50 fee per session after May 30. No refunds after June 13.				
School Year Programs: Cancellations 7+ days before start = 5% fee. No refunds within 7 days of start.				
Special Programs (3-week policy): CPR/First Aid, Vacation Weeks, Early Release: 21-day notice required. No refunds within 3 weeks of start.				
Ski Club: \$10 fee after registration. No refunds after Nov 30. Passes must be purchased by Nov 29.				
American Red Cross Swim/Lifeguard (outside vendor): No refunds.				
Swim Lessons booked with instructors: Contact provider directly. Not managed by Sudbury Parks & Rec.				
Atkinson Pool Rentals & Memberships: Swim teams/rentals: contact Aquatics Dept. Cancellation as per contract. Lap, Family Lanes & Dive Well: Cancel 24+ hrs in advance for account credit only. No refunds. Submit online via MyRec. Staff will review and confirm. Memberships: Cannot be paused. Can be canceled (use continues through month end). For medical issues, submit doctor's note—membership may be prorated.				
Program Cancellations by Sudbury Parks & Recreation: 100% refund issued automatically.				
Questions? recreation@sudbury.ma.us 978-443-1092				
Participants Name:				
First M Last				
Program Name: Program Date(s):				

Date of Registration:	Invoice Numb	er: 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: 🚺 YES	NO Date:	Initials:	
Refunded in MyRec: 🚺 YES	NO Date:	Initials:	