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FOR OFFICE USE ONLY

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ (d/m/y)       Full Refund: \$ \_\_\_\_\_      Date Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (d/m/y)

Time Received: \_\_\_\_\_       Pro-rated Refund: \$ \_\_\_\_\_      Processed By: \_\_\_\_\_

Received By: \_\_\_\_\_       # of classes remaining: \_\_\_\_\_

**APPLICANT INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**PARTICIPANT INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

**COURSE INFORMATION**

PROGRAM NAME: \_\_\_\_\_ PROGRAM CODE: \_\_\_\_\_ START DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**REFUND INFORMATION**

**Refund by cheque**

If original payment was made by cash, cheque or interac

**PROGRAM WITHDRAWAL & REFUND POLICY**

Program withdrawal and refund requests must be made by completing the Refund Request Form. Your completed form must be brought to the Township offices during its hours of operation or faxed to the attention of The Recreation Co-ordinator. Refund request forms will be processed according to the criteria outlined below. Once approved, **please allow four to six weeks for refund processing**. Submission of a form does not guarantee that a refund will be issued, and non-attendance of a program does not constitute a notice of withdrawal.

**Refund requests will be accepted by use of this form sent by fax: 705-327-5818, email: recreation@townshipofsevern.com or brought in person to**

**Township Offices at 1024 Hurlwood Lane or the Coldwater & District Community Centre.**

If we cancel/change program details which <b>prohibit someone from attending</b>	You will receive a full refund
If we receive your Refund Request Form <b>after the second day of the program....</b>	No refund will be issued unless Refund Request Form is accompanied by a Doctor's note indicating that the participant cannot attend due to medical reasons.
If we cancel your program <b>due to low registration....</b>	You may transfer to another program if space is available, or you will receive a full credit or refund.
If a participant is withdrawn <b>by an instructor</b> due to incompatibility....	You will receive a prorated refund for any classes remaining as of the date of the withdrawal.