



SEVERN RECREATION REFUND REQUEST FORM

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 Cheque Only

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 email to recreation@severn.ca
or in person to**

Administration Office, 1024 Hurlwood Lane, Severn

If we cancel/change program details which
prohibit someone from attending

You will receive a full refund

If we receive your Refund Request Form
after the second day of the program....

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 **due to low
registration....**

You may transfer to another program if space is available, or you will
receive a full credit or refund.

If a participant is withdrawn **by an instructor**
due to incompatibility....

You will receive a prorated refund for any classes remaining as of the
date of the withdrawal.

Date Received: ____/____/____ (d/m/y/)

FOR OFFICE USE ONLY

Date Processed: ____/____/____ (d/m/y)

Time Received: _____

Full Refund: \$ _____

Processed By: _____

Received By: _____

☐

Pro-rated Refund: \$ _____

☐

of classes remaining: _____