

13701 Lake Ave
Lakewood, Ohio 44107
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PROGRAM REFUND REQUEST FORM

CANCELLED CLASSES/PROGRAMS The Recreation Department reserves the right to cancel a class or program with fewer than the required number of registrants. In the event that the Lakewood Recreation Department cancels a class or program, a full refund will be granted to all individuals enrolled in the class/program.

REFUNDS BEFORE CLASSES/PROGRAMS BEGIN If a participant wishes to withdraw from a class or program, the participant must submit a written request at least 7 business days prior to the first session of the class or program, unless otherwise noted, provided it does not reduce the participation level below the required minimum*. A \$15 processing fee will be assessed. Participants also have the option of receiving a voucher. A \$5 processing fee will be assessed. Vouchers may be used for any class or program offered by the Recreation Department. Vouchers are good for two years from the date of issuance.

REFUNDS AFTER CLASSES/PROGRAMS BEGIN In the event that a participant wishes to withdraw after the first session of the class/program and before the second session of the class/program, a written request must be submitted before the second session. A participant will receive 50% of the registration fee provided it does not reduce the participation level below the required minimum*.

NO REFUNDS No refunds will be issued after the second session of any class or program or if a class or program registration fee is \$15 or less. On-line service fee is nonrefundable.

HOW REFUNDS ARE ISSUED If the registration fee is paid by cash, check or money order the participant will receive a refund in the form of a check. If the registration fee is paid by MasterCard or Visa, the participant will receive a credit to the corresponding account. There will be no cash refunds.

**In certain circumstances refunds cannot be granted because tickets, supplies and/or instructor fees are determined and/or purchased in advance based on enrollment numbers.*

Participant Information:

Participants Full Name: _____ Program Name: _____

Program Dates/Times: _____

Reason For Refund (use back of sheet if necessary):

Original form of Payment: Cash/Check Charge (Card # _____ Exp. Date _____)

Charge number needed only if original form of payment was charge and are requesting charge refund

Type of Refund Requested: Voucher (\$5.00 Processing Fee) Check/Charge (\$15.00 Processing Fee) 50%

Name of person to receive refund: _____ Phone #: _____

Address of person to receive refund: _____

Signature of person requesting refund: _____

OFFICE USE ONLY

Processed by _____ Date _____

From Receipt Account _____

Approved by _____ Date _____

Processing Fee: \$5.00 (Voucher) \$15.00 (Check/Charge) Other _____ None

