



Refund Request Form

Park and Recreation Department
 40 Fairbank Road
 Sudbury, MA 01776
 978-443-1092
 recreation@sudbury.ma.us

REFUND POLICY

All refunds are processed once a week, on Thursdays, regardless of the day of the week it is requested.

All refund requests must be made in writing, by completing this form in its entirety. No request will be processed without this form.

Full refunds will be given if the program is cancelled by the Park & Recreation Department.

All refund request must be received 7 business days prior to the start of the program. Refund requests received at least 7 days prior to the start of the program will be assessed a \$10.00 withdrawal fee; **except for summer programs**, which will be assessed a \$30.00 withdrawal fee. After 7 business days, no refunds will be granted.

No refunds will be issued for American Red Cross programs.

If you pay by check, you must submit a copy of the cancelled check with this form.

Refund requests for all Park & Recreation run summer programs (Sudbury Summer, CIT, WIT, Preschool Pals, and Sudbury Adventure) must be received on or before June 15. Refund requests made prior to June 15th will be accessed a \$30.00 withdrawal fee. After June 15th, no refunds will be granted for these programs.

Refunds after the class has begun or after the class has ended may be considered on a case by case basis.

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: YES NO Date: _____ Initials: _____

Refunded in MyRec: YES NO Date: _____ Initials: _____