



Refund/Credit Request

Payee Name _____ Date ____/____/____

Participant Name _____

Address _____

Primary Phone Number _____

Secondary Phone Number _____

Activity _____

Activity Number _____ Activity Start Date _____

Activity Fee Paid (Receipt Copy Attached) _____

Payment Method (See Original Receipt)

Cash _____ Credit Card _____ Check _____

Refund/Credit Method Requested

To Account _____ Credit Card _____ Check _____

Reason for Refund/Credit Request

Payee Signature _____

Supervisor/Coordinator Authorization Date Received _____

Refund Amount _____ AP Code # _____

Admin Fees _____ Refund Method Acct CC Ck

Net Refund _____

Comments _____

Office Staff Date Received _____

Net Refund _____ Refund Method Acct CC Ck

Receptionist Signature _____

Transfer Policy

- Transfers requested before the registration deadline may be done at the registration desk at no charge.
- Transfers requested after the registration deadline must be approved by the appropriate coordinator or supervisor and a \$5 processing fee will be charged.

Refund Policy

- If the District or an instructor cancels a class, league, activity, camp, or event, a full refund/credit will be issued within 30 days. Refunds for registrations made by credit card will be refunded to the same credit card.
- All refund requests must be submitted in writing and will be processed within 30 days.
- Refund request forms are available at the reception desk of Chehalem Aquatic and Fitness Center. The refund process begins the day the written request is received by Chehalem Park and Recreation District.
- If a customer withdraws from a class before the registration deadline a refund/credit will be given. The refund/credit amount will be determined by the appropriate coordinator or supervisor. A minimum \$5 processing fee will be withheld.
- A partial refund may be given when the written request is submitted, after the registration deadline, or after the class has begun, or drops the class below minimum enrollment
- No refunds/credit will be given after the class, league, activity, camp or event has been completed.