

SESSION PROGRAM REFUND / CREDIT POLICY

- ❖ Anyone changing class before session begins will pay for new class and will receive a full refund in the manner in which they paid for original class.
- A participant canceling prior to the first day of the session (*not the first day of your class*) will receive a full on-line credit*, or a refund less 30% charge in the manner in which they paid.
- A participant canceling after the session begins, whether or not they attended will receive a pro-rated On-line credit only less a 30% charge.
- No credit or refund after the fifth class, whether or not they attended.
- Canceling due to medical reasons will be prorated. Written verification by a physician is required.
- After session begins (**not the first day of your class**) a \$25.00 service charge will be added **pre** class move.
- Nursery School, Kid's Club, Vacation Camp, Summer Camp, Winter Basketball teams, Competitive Swim & Gymnastic - see specific brochures.
- * **on-line credits may take up to 7-10 business days to process. Credits can be viewed on your account on-line.**

Participants Name _____

Make check payable to:

Program Registered _____

Address _____

Town _____ Zip _____

Date Paid _____ Amount _____ Rec. # _____

Reason for request: _____

Applicant Signature _____

Date _____ ***Front Desk Initial** _____

Official use only

Date _____ Approved _____ Denied _____

Type of refund to be given

_____ Online credit

Class Fee \$ _____

_____ Credit to Credit Card

Less Processing Fee \$ _____

_____ Refund Check

Total Refunded Amount \$ _____

GL Account _____

Dept. Head Signature _____