

SESSION PROGRAM REFUND / CREDIT POLICY

- Membership fees are not refundable
- 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.

(Please circle your choice)

Gift Certificate refunds are online credit only

- 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 **per** class move.
- **All Services** expire 1 year from date of Purchase. (Fitness PT, Massage, etc.)
- Nursery School, Kid's Club, Vacation Camp, Summer Camp, Winter Basketball teams, Competitive Swim & Gymnastic - see specific brochures for refund policy.
- **Babysitting is non-refundable as stated on website**
- * **on-line credits may take up to 7-10 business days to process. Credits can be viewed on your account on-line.**
- **Revised 9/2016**

Name _____ Unit # _____

*ONLY WHEN APPLIES

Make check payable to:

Program Registered _____

Address _____

Date Paid _____ Amount _____

Town _____ Zip _____

Rec. # _____

Applicant Signature _____

Date _____ *Front Desk Initial _____

Reason for request _____

Official use only

Approved _____ Denied _____ Expires _____

Type of refund to be given

Class Fee \$ _____

_____ Online credit

Less Processing Fee \$ _____

_____ Credit to Credit Card

Total Refunded Amount \$ _____

_____ Refund Check

Dept. Head Signature _____

GL Account _____