

BEDFORD PARKS & RECREATION DEPARTMENT

PROGRAM REFUND REQUEST FORM

CANCELLED PROGRAM: The Bedford Parks and Recreation Department reserves the right to cancel a program due to low enrollment or other circumstances. In the event a program is cancelled a full refund will be granted to all registered participants.

REFUNDS BEFORE PROGRAM BEGINS: If a participant wishes to withdraw from a program before the program begins, the participant must submit a completed **Program Refund Request Form** at least 5 business days prior to the start of the program, unless otherwise noted, provided it does not reduce the participation level below the required minimum. In certain circumstances refunds cannot be granted because supplies and/or fees are determined and/or purchased in advance based on enrollment numbers.

NO REFUNDS: No refunds will be issued after the program begins.

HOW REFUNDS ARE ISSUED: If the registration fee is paid by cash, check, or money order the refund will be issued back to the paying participant in the form of a check and mailed to the address on file. If the registration fee is paid by credit/debit card the refund will be issued in the form of a credit to the corresponding account. There will be no cash refunds.

Refunds for facility rentals is addressed in the facility rental policies.

PARTICIPANT INFORMATION *(Please Print)*

Name: _____ Program: _____

Reason for refund request (please use the back of this form if you need additional space): _____

Original Form of Payment (Check One): Cash/Check: _____ Credit/Debit*: _____

**Credit/Debit card information will be needed to process refund.*

Type of Refund Requesting (Check One): Cash/Credit/Debit: _____ Household Credit: _____

Name of person to receive refund: _____ Phone# _____

Address of person to receive refund: _____

Signature of person to receive refund: _____ Date: _____

OFFICE USE ONLY

Received By: _____ Date: _____ Receipt Acct#: _____

Director's Approval: _____ Date: _____