

Jack E. Kirksey Recreation Center Refund Application

Refunds for instructional classes will be considered only if requested in writing. Please see refund policy below for eligibility rules.

Participants Name: _____

Are you a Kirksey Recreation Center Member? (circle) **Yes** **No**

Parent/Guardian Name/Payer (If participant is under 18 years of age): _____

Address _____

City/State _____ Zip Code _____

Phone: Primary _____ Cell _____

*Reason for refund: _____

***(If refund is for medical reason(s), please attach/provide documentation)**

Activity to be refunded:

ACTIVITY NAME	DAY	TIME	FEE

REFUND POLICY

Cancelled by Department: *Full Amount of Class Fee*

Customer Cancels: **NEW!!!**

1. Cancel by 5:00 p.m. , 1 week prior to 1st day of class:
 - a. **Class fee - less \$10 processing fee**
2. Less than one week prior to the 1st day of class, no later than the start of the 2nd class:
 - a. **50% of class fee**
3. After the start of the 2nd class
 - a. **NO refund**

Check refunds require 3-4 weeks to process. Refunds for annual memberships will be made only in extraordinary circumstances upon written request. NO refunds on materials fees, T-ball/coach pitch or girls' softball. Convenience fees for all online transactions cannot be refunded for any reason.

Would you like this refund applied to your customer account for future use?

Yes - **Or-** **No**

STAFF USE ONLY

Date & Time Received: _____ Staff Name _____

SUPERVISOR'S USE ONLY

Amount of refund: (circle one): **Full** **Less \$10.00** **Less 50%** **No Refund**

No Refund--Reason: _____

Other: _____

Supervisor's Initials: _____ Refund Completed On/By _____