



JACK PURCELL RECREATION ASSOCIATION

REFUND-CREDIT REQUEST FORM

1. Refunds are subject to a \$15.00 administration fee.
2. Refunds will be prorated over the remainder of the program fee.
3. Refunds will be payable by cheque, by credit on account or by reimbursement to a credit card (cheques will be mailed).
4. Refunds for After School Program: One (1) month's notice is required.
Refunds for P.A. Days: Five (5) business days' notice is required.
Refunds for Summer, Christmas and March Break Camps: Ten (10) business days' notice is required.
Refunds for Adult Programs: before the end of the second week of a new program session.

Name of Person Requesting Refund or Credit: _____

Name of Participant (if different from above): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone (Work): _____ (Home): _____

Cell: _____ E-mail: _____

Program Name: _____ Session: _____

Start Date: _____ End Date: _____

Program Fee: _____ Registration Receipt Number: _____

Reason for Refund Request: _____

Select: Refund by Cheque: _____ Credit to Account: _____ Refund to Credit Card: _____

Date of Request: _____ Signature: _____

For Office Use Only:

Cheque Number/Credit: _____ Refund/Credit Amount: _____

Approved by: _____ Refused by: _____

Comments or Notes: _____
