

South Whidbey Parks & Recreation District

5475 Maxwellton Road | Langley, WA 98260
Phone (360) 221-5484 | office@swparks.org

REFUND GUIDELINES

1. Full refunds will be given for all classes cancelled by SWPRD.
2. Refunds requested and submitted in writing using the Refund Request Form before the registration deadline (or at least 5 business days before start of program if no registration deadline), will be subject to an 10% service fee, with a minimum service fee of \$10.
3. Refunds will not be issued if cancelling after the registration deadline, or within 5 business days of program or event start.
4. To request a refund, a Refund Request Form must be filled out completely and submitted to the SWPRD office in writing. Verbal requests will not be honored. Forms are available at the SWPRD office or online. Please be aware that refund requests may take up to 45 days to process.
5. Refunds will not be issued from an SWPRD account credit.
6. Refunds will not be issued for programs costing \$10 or less (unless cancelled by SWPRD).
7. No refunds are available for special events.
8. Portions of fees may not be refundable, such as supplies purchased for a program.
9. Certain contract programs, typically indicated with this symbol § in our activity guide, have their own refund policies. Contact the contractor directly to inquire about their specific policy.
10. Exceptions in certain instances may apply.

REFUND REQUEST

Requestor/Payee _____ *Refunds will be issued to the original payee.*

Participant Name _____

Program/Activity _____ Date/Session _____

Reason for Refund Request _____

Email _____ Phone _____

Mailing Address _____ City/State _____ Zip _____

Requestor/Payee Signature _____ Date _____

For Office Use Only

Date Request Received _____ Denied Approved by _____ on _____

Fee(s) Paid \$ _____ Service Fee \$ _____ Refund Amount \$ _____

Refund Method _____ Refunded Date _____ Deleted from Sportsman Date _____