

# South Whidbey Parks & Recreation District

Mail to: 5495 Maxwellton Road, Langley, WA 98260  
Deliver in Person to: 5476 Maxwellton Road, Room C-2, 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 a 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 \_\_\_\_\_