

## **Refund Policy**

Full refunds will be issued for any program cancelled by the Recreation Dept.

A \$10 Administrative fee will be charged against refunds, including medical problems, to cover clerical and administrative costs. There are no administrative fees charged when a program is cancelled by the Recreation Dept.

Refund requests received with less than three business days notice will only be issued for medical problems, when accompanied by a doctor's note. (The \$10 Administrative fee still applies)

Refunds for trips and contractual workshops will only be issued if the spot can be filled from the waiting list.

All Refunds are done by purchase orders and then checks will be mailed out. It takes three to five weeks to receive a refund. This procedure includes registrations paid by credit card.