

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

# CREDIT AND REFUND REQUEST

Circle one

CREDIT

REFUND

## Class/Program Information

Activity: \_\_\_\_\_ Session: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Participants Name: \_\_\_\_\_

## Refund Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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### Information Survey – Optional To Help Us Serve You Better

Reason for Credit/refund?

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Have you received a credit or refund in the past?    Yes                  No

Do you or your family participate regularly in Parks & Recreation Programs?    Yes                  No

Do you receive our e-mail bulletin?                  Yes                  No

Any new activities/ programs that you would like to see offered by the Parks & Recreation Department?  
Please list.

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Is there an activity/ program that you would like to run or lead for the Parks & Recreation Department?

Yes                  No

If yes, What? \_\_\_\_\_

Thank you for your time! : )

## **CANCELLATION AND REFUND POLICY**

The Parks & Recreation Department requires minimum levels of enrollment to be met in order to run programs or classes. If a class or program is canceled due to lack of enrollment, you will be notified and offered a full refund or credit (your choice). Credits must be used for a Sandpoint Parks & Recreation activity or program and expire after one (1) year's time.

No refunds will be given after the beginning of a program. Refunds requested by participant prior to the start of the program will be refunded less a \$10 charge. To request a refund or credit, you must fill out a refund request form and turn it in to the Parks & Recreation Department prior to the beginning of the activity or class.