

WORCESTER COUNTY DEPARTMENT OF RECREATION & PARKS

ADULT REFUND REQUEST FORM

Worcester County Department of Recreation & Parks may cancel any program. If an entire program is cancelled, the staff issue a full refund. All refunds will be by county check to the payer. Cancellations by the participant will be refundable up to one week before the start of a program. Cancellations made by a participant after these timelines will be non-refundable. If a participant is suspended from a program due to inappropriate behavior, no refund will be given. If a medical condition arises that prohibits a participant's ability to participate in the program, a prorated refund will be issued if a doctor's note is submitted to staff. For example, if half of the program has occurred, a participant will only be refunded half of the registration fee

Name/Company: _____

Child's Name (if applicable): _____ Age: _____

Address: _____

Phone: (Cell) _____ (Work) _____

Email Address: _____

Check one: I would like a refund check or my credit card credited (\$5 service charge)

I would like a credit placed on my account to be used on a future program fee (no service charge)

Registered using: Credit Card Cash or Check – If used, please complete attached w9 in order to receive refund

Program Registered: _____ Date Registered: _____

Reason for Requesting Refund/Credit: _____

Signed: _____ Date: _____

OFFICE USE ONLY

Program Manager: _____ Date Received: _____

Order #: _____ Amount Paid: _____ Recommended Refund/Credit: _____

Superintendent Initials: _____ Approved Denied

Amount Refunded: _____ Date: _____