

#### REFUND POLICY

1. NO refunds will be issued after a class has begun. Medical reasons excused with documentation; however, will be prorated according to attendance.
2. Participants will receive a full refund or credit if the Recreation Department cancels a program.
3. Cancellations for any class MUST be made at least one week prior to the beginning of class.
4. A \$5.00 service charge and all program supply fees will be deducted from the amount of refund. (If program falls below the minimum required participants and the vacancy cannot be filled, no refund will be given).
5. Refunds checks are mailed out usually every two weeks, in conjunction with the bill list schedule.
6. Refunds for trips cannot be given once the registration deadline has passed.
7. No refunds will be given for a unforeseen change in instructor or building locations.
8. All refunds for an athletic league (Adult or Youth) will only receive up to a 75% refund if the cancellation is made before the league is scheduled to begin.