

TOWNSHIP OF WESTAMPTON

COUNTY OF BURLINGTON

710 RANCOCAS ROAD
WESTAMPTON, NJ 08060
(609) 267-1891 EXT. 8

RECREATION DEPARTMENT

PROGRAM REFUND REQUEST FORM

The Westampton Recreation Department has established the guidelines below regarding the issuance of program refunds. Please review the policies and be aware that completing and submitting this form does not entitle you to a refund. Once you have submitted this form, your situation will be taken into consideration by the administrative staff.

WESTAMPTON RECREATION REFUND POLICIES

- Refunds are automatically issued if a program is full or canceled by the department or instructor.
- Refunds for personal reasons must be submitted in writing **ONE WEEK PRIOR TO THE START OF CLASS**.
- Refunds will **NOT** be granted once a program has begun. Requests for refund of this nature will be handled on a case-by-case basis.
- All refunds for personal reasons will be assessed a \$10.00 administrative fee. Additional charges (eg, shirt or supply fees) may also be applied if materials have been ordered for the program. Refunds for full or canceled classes will not be assessed any administrative fees.
- All refunds can be picked up during business hours once notified refund has been granted.
- **The Westampton Recreation Department reserves the right to deny a request for refund.** If your request for refund has been denied, you will be contacted by the Westampton Recreation Department.

PARTICIPANT INFORMATION

Participant's full name: _____
First name Last name

Program name: _____ Refund amount: \$ _____

Date of request: _____ Signature: _____

Reason for request (use attached sheet if necessary):

Name of person to receive refund: _____
First name Last name

Address of person to receive refund: _____
No. Street City State Zip

Contact info: (_____) _____ (_____) _____ _____
Home phone number Cell phone number E-mail address

For Office Use Only – Do Not Write Below This Line

Approved by: _____ Refund amount: \$ _____ Date: _____

Comments: _____

Date processed: _____ Staff initials: _____ ID no: _____