

# ACTIVITY CANCELLATION FORM

Please see back of form for cancellation and refund policy.  
If you have any questions, please contact the Gillham Recreation Center.

Today's Date \_\_\_\_\_

Participant's Full Name \_\_\_\_\_

Household Phone Number \_\_\_\_\_

Household Email \_\_\_\_\_

Activity Name \_\_\_\_\_

Reason for cancellation \_\_\_\_\_

Apply refund to household account? Yes\_\_\_\_ No\_\_\_\_

If No, a refund check will be processed and mailed to the household in 4-6 weeks.

Resident signature \_\_\_\_\_

Date \_\_\_\_\_

## FOR OFFICE USE

Drop Fee \_\_\_\_\_ Pro-Rated Fee \_\_\_\_\_ Approval Initials \_\_\_\_\_

Comment \_\_\_\_\_

# **CANCELLATION/REFUND POLICY**

## **CLASS**

- All requests for refunds must be made prior to the second class.
- A pro-rated refund will be withheld for each class session that has already been held.
- A \$10 processing fee will be retained for all dropped classes.

## **LEAGUE**

- A \$10 processing fee will be retained for all dropped leagues.

## **SPECIAL EVENT/WORKSHOP/1-DAY PROGRAM**

- Cancellation form must be received 1 week prior to the event/workshop/program date to receive a refund.
- If the cancellation request is received later than 1 week prior, a refund will be issued only if a substitute can be found from our waitlist.
- A \$5 service fee, per registrant, will be retained on all cancellations.

## **TRIP**

- 48-hour business day notice of cancellation is required to receive a refund.
- For trips with tickets: no refunds will be given, once the tickets have been purchased, unless a replacement participant is found. If a replacement is found, a refund will be given less a \$5 processing fee.
- A \$5 processing fee will be retained for all refunds due to trip withdrawal.

## **SPECIALTY CAMP**

- Specialty Camp refunds must be requested at least 2 weeks prior to the camp start date. After that time (2 weeks or less prior to the start of camp), a refund will be issued only if a replacement camper is found off our waitlist. A \$10 processing fee is charged on all refunds, with the following exception:

For *Adventure Squad*, *Fruit Salad* and *Broadway Bound*, refunds must be requested at least 4 weeks prior to the camp start date. After that time (4 weeks or less prior to the start of camp), a refund will be issued only if a replacement camper is found off our waitlist. A \$25 processing fee is charged on all refunds for these three camps.

## **ALL ACTIVITIES**

- Many programs require a minimum participation requirement. If the minimum is not reached, the program may be cancelled and a full refund will be credited to your household account or if requested, refunded via check.