



WESTLAKE RECREATION DEPARTMENT

28955 Hilliard Blvd.
Westlake, Ohio 44145
440-808-5700 Fax: 440-808-5690

PROGRAM REFUND REQUEST FORM

The Westlake Recreation Department has established the guidelines below in regards to 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.

WESTLAKE RECREATION CENTER REFUND POLICIES:

- Refunds are automatically issued if a class is full or cancelled by the department or instructor.
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.
Participants must submit their refund request in writing no later than 7 days prior to the first day of a program.
Individuals assume the risk of changes in health or personal schedules Approved refunds will be subject to a minimum \$10 administrative or a 10% fee, (whichever is greater) that will be deducted from the original amount paid.
Additional charges (i.e. shirt or supply fees) may also be applied if materials have been ordered for the program.
Refunds for full or cancelled classes will not be assessed any administrative fees.
The Westlake 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 Westlake Recreation Department.

PARTICIPANT INFORMATION:

Participant's Full Name: First Name Last Name

Program Name: Program Course #:

Date of request:

Reason for Refund (use attached sheet if necessary):

Two horizontal lines for writing the reason for refund.

Name of Person to receive refund: First Name Last Name

Address of Person to receive refund: Street City Zip

Phone #: (H) (Other)

OFFICE USE ONLY

Form with checkboxes and lines for: Approved by, Submitted for Refund by, Denied by, Denied Individual Contacted by. Includes fields for Initials, Date, and on.