



Town of Rimbeey Policy Manual

Title: Recreation Program Refund Policy

Policy No.: 2301

Supersedes: New

Approved: December 13, 2005

Resolution No.: 436/05

Effective Date: December 13, 2005

Purpose: To define the policy for recreation program refunds

Policy Statement:

To request a refund, applicants must submit a written request, clearly stating the reason for their withdrawal. All requests for refunds (except programs cancelled by Recreation Services) will be subject to an administration charge of \$10.00.

Participants will not be eligible to receive a refund after the registration deadline unless Recreation Services receives a medical note supporting the reason for their withdrawal. If the refund is approved, the amount of the refund will be pro-rated according to the number of classes attended.

Amended:

Date:

Resolution:

Date:

Resolution: