



## REFUND REQUEST FORM

Please complete Sections 1,2,3 completely and submit to the Municipal Office.

### Section 1: Personal Information for Refund Cheque

Please ensure that this information is complete and accurate as this is the information that will be used for issuing your refund cheque.

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

### Section 2: Participant Information

Please complete for each registrant requesting a refund.

Name Registered: \_\_\_\_\_  
Program: \_\_\_\_\_  
Session: \_\_\_\_\_  
Name Registered: \_\_\_\_\_  
Program: \_\_\_\_\_  
Session: \_\_\_\_\_  
Name Registered: \_\_\_\_\_  
Program: \_\_\_\_\_  
Session: \_\_\_\_\_

### Section 3: Reason for Refund Request

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Office Use Only

Date Received: \_\_\_\_\_  
Recreation Manager \_\_\_\_\_  
Approval: \_\_\_\_\_  
GL Code: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_  
Administration Fee: \_\_\_\_\_  
Refund \$ Amount: \_\_\_\_\_  
Cheque # Issued: \_\_\_\_\_

**Please note: Refunds will only be issued in accordance with the Recreation Refund Request Policy, which can be viewed on our website.**