

REFUND REQUEST FORM

The Chesterfield Township Leisure Services Department will consider refunds for programs and sports leagues under the following circumstances:

- A refund request will be accepted and reviewed by submitting a written Refund Request. A form is available online or in the Chesterfield Leisure Services office. A 10% processing fee (\$5 minimum), along with any cost incurred by the Leisure Services Department (uniforms/apparel, supplies, equipment, contractual expenses, etc.), will be assessed to determine the total amount of the refund.
- Refund will not be processed for one-time programs, special events, bus trips, ticket sales, adult sports, facility or equipment rentals.
- For programs meeting 4 times or less, refund requests must be received prior to the first meeting. For programs and youth sport leagues meeting more often, refund will only be considered prior to the second scheduled program meeting/practice.
- Summer Day Camp refunds will only be considered until June 10th of each year. Program costs and material fees will be assessed to determine the refunded amount.
- If Chesterfield Leisure Services cancels a program, the participant will receive a refund.
- All refund requests are subject to review by the Leisure Services Department and the Treasurer's Office.
- Approved refunds may take up to 8 weeks for reimbursement.
- Transaction/convenience fees for all payments by credit/debit card are not refundable.
- Chesterfield Leisure Services reserves the right to review these procedures and administer refunds in the best interest of participants and by generally approved accounting procedures.

Participant's Name: _____

Program: _____ **Program Start Date:** _____

Reason for Request: _____

MAIL CHECK TO: Name: _____

Address: _____

Phone #: _____ **Email:** _____

Signature: _____ **Date:** _____

STAFF USE ONLY

Updated 8/15/19

Customer's Method of Payment: Cash _____ Check _____ MC/VISA _____

Amount Paid: _____

Processing Fee (10%): _____

Program Cost: _____

Approved By: _____

Date: _____

Comments: _____

Total Due: _____