



REFUND REQUEST FORM

Refund Policy

Many programs are very popular and fill quickly, so quickly that we often have waiting lists for them. All requests for cancellations, refunds, or transfers must be made in writing via email to rec@southwindsor-ct.gov or in person in our office located at the Wapping Parks and Recreation Facility.

In order to receive a full refund and allow us time to fill spots from the waitlist, all requests must be received by 4:30pm on the Wednesday prior to the start of the session. All refund requests are considered on a case-by-case basis and subject to the discretion of the Parks and Recreation Department.

Please fill out this form and return to our office as soon as possible. Your request for a refund will be reviewed for approval and will be processed within 5 to 10 working days from the receipt of this form.

Your refund will be applied back to your original form of payment with the following exceptions: All cash Refunds will be refunded by check. Any credit card refunds older than 120 days will be processed by check. In certain instances such as, the department needs to cancel or reschedule a program, a refund may be applied to your household account

PLEASE PRINT

Name of Program: _____

Name: _____

Participant: _____

Contact Information: Phone: _____ **Email:** _____

Reason: _____

Office Use Only

_____ Applied to household account

_____ Check From our Finance Department
(this process will take a minimum of two weeks)

_____ Refund to Credit Card

Date this form was requested _____ Taken By _____

Original Fee Charged: \$ _____ Pro-rated Amount: \$ _____

Amount Refunded: \$ _____

SIGN HERE X _____

Mail to: South Windsor Parks & Recreation Department, 91 Ayers Road, South Windsor CT 06074 or
Fax: 860-648-5048