

Refund/ Transfer Request Form



**NO REFUNDS WILL BE ISSUED AFTER THE START OF A PROGRAM.
TRANSFERS WILL ONLY BE PERMITTED BEFORE THE SECOND CLASS IF SPACE IS AVAILABLE.
Please read our refund policy on reverse before signing.**

Please print information

Date: ___/___/20___ Participants Name: _____
First & Last Name
Parent/Guardian Name (If Applicable): _____
Address: _____ Home Phone #: _____
Business Phone #: _____
Email Address: _____

Current Registered Course Info:

Course Name: _____ Course Location: _____
Course Barcode #: _____ Start Day: ___/___/200___ Course Time: ___/___

Please note there is a \$15.00 transfer/withdrawal fee per person per course

Transfer to course:

Course Name: _____ Course Location: _____
Course Barcode #: _____ Start Day: ___/___/200___ Course Time: ___/___

Please indicate by a (X) whether you would like a refund or a credit on your family account:

Approval for both credit on a Class Family Account and a refund requires approval from the correct programmer or supervisor. Please note that refunds or credits will be prorated as of the date this request was received.

Credit my Family Account, to be used for future registration (**\$15.00 charge**)

Refund by Cheque or to Credit Card

(\$15.00 withdraw + \$25.00 refund charge = \$40.00)

Charges will not stand for those people who have attached a Doctor's note stating the participant's inability to attend the course.

Please (X) the description(s) that best explains why you are withdrawing/transferring from the course:

- Medical Reason (please attach a copy of Doctor's note)
- Program content not what was expected
- Instructional quality
- Issue with the facility
- Other (please explain) _____

Client Signature: _____
By signing this you have read, understood, and agreed with the Town of Newmarket refund policy

FOR OFFICE USE ONLY

Staff Name (taking request): _____ Date: ___/___/___
Forward to: _____ (Program/Aquatic Supervisor)
Supervisor's Signature: _____ Date: ___/___/___
Full Refund: _____ or Refund: _____ (# of classes)