



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.