

**Town of Sharon
Recreation Department
REFUND REQUEST**

First Name: _____ Last Name: _____

Participant's Name (if different): _____

Address: _____ Town: _____ Zip: _____

Home #: (____) _____ - _____

Program Withdrawing From: _____

Cost of Program: _____ Type of Payment: Check # _____ or Cash

Reason for Withdrawal: _____

IMPORTANT INFORMATION:

- You may withdraw without penalty from a program up to 7 business days prior to the start date, after that time no refunds will be issued unless your spot can be promptly filled by someone on the waitlist and no cost is incurred because of your withdrawal.
- A full refund will be given for any program that is cancelled by the Recreation Department or by the Instructor (usually due to low enrollment).
- In the event that there is inclement weather, the instructor will make every effort to either add time to remaining classes or reschedule.
- The Recreation Department reserves the right to cancel classes due to low enrollment or other causes beyond our control.
- We are not responsible for making up classes that are missed due to the participant's inability to attend.
- If a participant becomes a discipline problem, he/she will be expelled from the programs without refund of the program fee.
- Refunds can take up to 4-weeks to process through Town Hall.
- Once processed, your refund check will be mailed to the address you provided above.

*Have you considered leaving your payment as a **CREDIT**? This can be applied instantly and the credit will be available on your account for purchase of future programs and activities. Ask us about it today!*