

# APEX PARKS RECREATION & CULTURAL RESOURCES

## PROGRAM WITHDRAWAL WITH 10 OR MORE DAYS NOTICE:

If a participant requests a refund in writing, 10 calendar days or more in advance of the first day of the first meeting of a class or program, a full refund, minus a **\$5.00 processing fee will be issued, with the exception of a class that is less than \$6.**

**WITHDRAW PARTICIPANT:** \_\_\_\_\_

**FROM PROGRAM/CLASS CODE:** \_\_\_\_\_

**REASON:** \_\_\_\_\_

**X**

Signature

Home Phone

Date

## PROGRAM WITHDRAWAL WITH LESS THAN 10 DAYS NOTICE:

If a participant requests a refund in writing, 10 calendar days or more in advance of the first day of the first meeting of a class or program, a 75% refund will be issued if the participant can be replaced from the waiting list, **with the exception of classes that cost less than \$6. No refunds are issued if the participant can not be replaced from the waiting list.** Medical situations with Doctor's excuse is a full refund (-) \$5 processing fee.

**WITHDRAW PARTICIPANT:** \_\_\_\_\_

**FROM PROGRAM/CLASS CODE:** \_\_\_\_\_

**REASON:** \_\_\_\_\_

**X**

Signature

Home Phone

Date

## SENIOR TRIPS

If a refund is requested, in writing, prior to the registration deadline, a full refund minus a \$5.00 processing fee will be made. If a refund is requested, in writing, after the registration deadline, and 48 hours prior to trip departure, a 75% refund will be issued **if the participant can be replaced from the waiting list.** If 48 hours prior to the trip departure, a written excuse from a licensed medical doctor is provided, indicating that the participant should not participate due to medical concerns or physical limitations, **a partial refund will be issued after deducting expenses incurred by the Town of Apex / APR&CR such as prepaid admission fees, tickets, deposits, and a \$5.00 processing fee.**

**WITHDRAW PARTICIPANT:** \_\_\_\_\_

**FROM TRIP:** \_\_\_\_\_

**REASON:** \_\_\_\_\_

**X**

Signature

Home Phone

Date

**No refunds will be issued if the participant cannot be replaced. No refunds will be issued on or after the first class meeting. No waitlist participants will be called on or after the first class meeting.**