

Group Lesson Withdrawal and Refund Request Form



No refund of any type will be issued for: - For classes/sessions missed by participant.
 - After second session/class of activity or the final session has met

Withdrawal Time Frame	Withdrawal Reason & Method	Refund Amount	Refund Form
Any	Activity Cancelled by Parks or Recreation	Full Refund	Refund may be applied to customer's ActiveMONTGOMERY account; or returned in same form as payment rendered.
At least 5 (five) business days before activity begins	Any reason, ONLINE	Full Refund	If payment was made by credit card... Refund applied to credit card. If payment was made by check, cash, or money order ... Refund will be applied to customer's ActiveMONTGOMERY account.
	Any reason, IN PERSON	Full Refund	Refund may be applied to customer's ActiveMONTGOMERY account, or refund check
Less than 5 (five) business days before activity begins	Any reason, IN PERSON For Parks: At the hosting facility For Recreation: At Recreation HDQ. No withdrawals may be made ONLINE less than five days before activity begins.	Refund Less \$25 Withdrawal Fee	Activity fee is \$49 or less: Refund will be applied to customer's ActiveMONTGOMERY account.
			Activity fee is \$50 or more: Refund may be applied to customer's ActiveMONTGOMERY account, or customer may request a refund check.

STUDENT NAME: _____ PROGRAM # _____

STUDENT NAME: _____ PROGRAM # _____

PARENT / GUARDIAN NAME: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

(PLEASE CHECK ONE) FULL CREDIT TO ActiveMONTGOMERY ACCOUNT (no expiration date)

REFUND BY ORIGINAL METHOD OF PAYMENT (subject to admin fee, see above)

REASON FOR REQUEST:

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY		RECEIVED BY (STAFF NAME)	
DATE RECEIVED		PRACTICE CARD ATTACHED?	
For Manager Verification and Approval Only			
Credit Issued to ActiveMONTGOMERY	<input type="checkbox"/>	Refund Requested	<input type="checkbox"/>
Comments:			
Manager Signature		Date Approved	

Please Fax, Email, or deliver to the facility where the course is taking place