

Activity/Facility Refund Request Form

Shenandoah County Parks and Recreation Refund Policies:

- FULL refunds will be given for any program, class, trip, or facility rental cancelled by SCPR.
- NO refunds will be approved after the "Register by date" for any program, class, or trip.
- If special circumstances warrant (illness, injury, etc) then a pro-rated refund will be considered, minus class supply fees (if applicable) and 20% admin fee.
- Participants may resell their space, with SCPR approval, for any program, class, or trip.
- Facility refunds must be submitted 48 hours prior to rental date, if cancelled due to weather or other means beyond the control of the renting party, a full refund will be approved.
- Refunds will not be approved for individual days missed by participant(s).
- Cash/Check payments will be issued a CHECK refund, allow 2-4 weeks; Credit Card payments will be returned to Credit Card.
- All refund requests must be submitted via this form to the Parks and Recreation office by:
 - ▶ Hand deliver or mail to 600 North Main Street, Suite 108, Woodstock, VA 22664
 - ▶ Scanned and mailed to scpr@shenandoahcountyva.us
 - ▶ Faxed to 540-459-8040

Participant Name: _____ Refund Receipt #: _____

Parent/Guardian Name: _____
(If participant is under 18)

Address: _____ City/Town: _____

State: _____ Zip: _____ Phone #: _____

Email Address: _____

Reason for Request: Class change/cancelled Schedule conflict Instructor Illness/Injury
Other: _____

Activity/Facility Name	Act #	Act/Facility Fee	Amount Paid
		\$	\$
		\$	\$
		\$	\$

Signature: Participant or Parent/Guardian if under 18 years of age _____ Date _____

For Office Use Only:

_____ Approved _____ Denied/Reason _____	\$ _____
_____ Director Signature 4-223-71200-9203-01	
_____ Date	_____ Refund Amt

Justification for Variance in Amount of Refund: _____