

# DARIEN YMCA - REFUND/CREDIT POLICY

- Membership fees and gift certificates are NOT refundable.
- A participant canceling prior to the first day of the session (not the first day of the class) will receive a full online system credit or a refund check less a \$20 processing fee.
- A participant canceling after the session begins, whether or not they attended, will receive a pro-rated refund as an online system credit or a refund check less a \$20 processing fee.
- No refund after the third class whether or not participant attended.
- Canceling due to medical reasons will be pro-rated. Written verification from a physician is required upon refund/credit request.
- All services expire 1 year from date of purchase. (Personal Training, Massage, Private Swim Lessons, etc.)
- Please see program specific policies for the following programs: Nursery School, Kid's Club, Vacation Camp, Summer Camp, Winter Basketball, Competitive Swim & Gymnastics Team.
- All refund/credit requests may take up to 2 weeks to process. System credits can be viewed on your account online.

Participant Name:	Online System Credit <b>OR</b> Refund Check* *All refund checks are subject to \$20 processing fee
Reason for Request:	Refund Check Payable to:
Program/Activity Registered:	Street Address:
Date Paid:	City/State/Zip Code:
Amount Paid:	
Applicant Signature:	Applicant Phone:
Request Submission Date:	Applicant Email:

### Director Use Only

Approved:			Director Signature:
	Yes	No	
Amount Paid:	Prorated Amount:	Processing Fee:	Total Refund:

### Administrator Use Only

VPO Signature:	Notes:		
Transaction Cancelled:	Refund Processed:	Refund Check Approved: Check #:	