



Refund Request Form

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
978-443-1092
recreation@sudbury.ma.us

REFUND POLICY

Refunds will be processed once a week. All refund requests must be made in writing, by completing this form in its entirety. No request will be processed without this form.

Full refunds will be given if the program is cancelled by the Park & Recreation Department.

All refund requests will be assessed a \$30.00 withdrawal fee per session, per child and must be received before June 4th, 2021. After June 4th, 2021 no refunds will be granted unless your spot can be filled.

DISMISSAL FROM CAMP: Removal of a camper by the administrative staff due to behavioral issues (or other issues deemed detrimental to the camp) will result in no refund.

Participants Name: _____
 First M Last

Program Name: _____ Program Date(s): _____

Date of Registration: _____ Invoice Number: _____ Fee Paid: _____

Payment method: Cash Check: # _____ Credit Card

Reason for refund request:

Medical illness Personal Conflict Class schedule changed

Other: _____

Signature: _____

Date: _____



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FOR DEPARTMENT USE ONLY

Date Received: _____ Date Reviewed: _____ Reviewed by: _____

Fee assessed: _____ Total refund amount: _____

Refunded in Authorize: YES NO Date: _____ Initials: _____

Refunded in MyRec: YES NO Date: _____ Initials: _____