



One Olde Half Day Road
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April 1, 2005

RECREATION PROGRAM REFUND POLICY

Refunds will be provided to residents wishing to withdraw from a program given the following criteria are met:

- a. Written notice must be provided to the Village a minimum of ten (10) days prior to the start of the program. A 25% service charge will be charged for these written requests.
- b. No refund request will be considered when received less than ten (10) days prior to the start of the program with the exception of a medial emergency.
- c. If a medical emergency develops, a participant must submit a written request to withdraw from the program and provide a doctor's note certifying the need to withdraw. A 50% service charge will be charged for these requests.
- d. No refunds will be provided for trips, outings, or special events unless they are cancelled by the Village.