

**Town of Cary Parks, Recreation and Cultural Resources Department
Withdrawal Request Form**

WITHDRAWAL REFUND/CREDIT/GIFT CARD POLICY: Registration fees are 100% refundable when the department cancels the activity. A participant wishing to withdraw from a class that has not been cancelled by the department must provide a written request at least one week before the scheduled start of the class. They may receive 100% credit to the family's account, valid for one (1) year, may request a Cary PRCR Gift Card, valid for three (3) years from date of last use, or may request a refund minus a minimum of \$5 administrative fee per participant per class. Within the week prior to the scheduled start of a class, refund/credits/gift cards will not be given except for verified medical/hardship cases. Refund for payments made by check cannot be processed for three weeks from the date payment was made.

DAY/TEEN CAMP REFUND/CREDIT/GIFT CARD POLICY: Participants wishing to withdraw from Day/Teen Camp must provide a written request at least two weeks before the scheduled start of the session. Within the two weeks prior to the scheduled start of the session, refund/credits/gift cards will not be given except for verified medical or hardship cases. All Day/Teen Camp refunds/credits/gift cards are subject to a minimum of a \$25 administrative fee and prorated refunds/credits/gift cards. Credits are valid for one year from date of issue. Gift Cards are valid for three years from date of last use.

Participant Name: _____ **D.O.B.** _____ **AGE:** _____

Parent Name: _____ **HOME#** _____ **WORK#** _____
(only if participant is under the age of 18)

Program Name: _____ **Date:** _____ **Time:** _____

Facility Offering Course: _____ **Class Code:** _____ **Class Fee:** _____

Reason for Withdrawal: _____

(check one please)

ISSUE CREDIT:

I wish to defer my registration fees as a 100% credit, valid for one (1) year, with Cary Parks, Recreation and Cultural Resources. This credit is non-transferable outside of the above listed family and may be used by anyone on the family account for most Cary Parks, Recreation and Cultural Resources transactions (event ticket sales and other specialized transactions may be excluded). Further, I understand, and by choosing the credit option agree, that credits remaining inactive for one year will be donated to the PRCR Scholarship Fund at the end of the one year period.

ISSUE GIFT CARD:

I wish to defer my registration fees 100% credit to a Gift Card, valid for three (3) years from date of last use, with Cary Parks, Recreation and Cultural Resources. This gift card may not be redeemed for cash, and will not be replaced if lost, stolen, altered or destroyed. This card may be used for most Cary Parks, Recreation and Cultural Resources transactions (event ticket sales and other specialized transactions may be excluded). Use of the gift card constitutes acceptance of these terms and conditions. The gift card may not be used for EZ-REG Web or EZ-REG Phone transactions.

REQUEST FOR REFUND:* (PLEASE COMPLETE THE FOLLOWING INFORMATION)

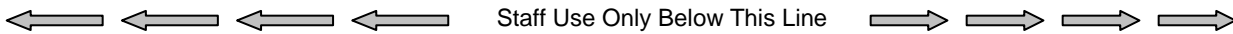
NAME OF PAYEE _____

(PLEASE PRINT)

ADDRESS: _____ **CITY/ZIP:** _____

*Please note that a \$5 administrative fee (\$25 for Summer Day/Teen Adventure camps) will be deducted from each withdrawal prior to the issuing of a refund. All refunds are processed through the Town of Cary Finance Office. Refunds will be mailed to the address listed above. Refund for payments made by check cannot be processed for three weeks from the date payment was made.

SIGNATURE: _____ **DATE:** _____



STAFF APPROVING: _____ **FACILITY:** _____ **DATE:** _____

COMMENTS: _____

Please complete the form and return it to the Town of Cary PRCR via:

- Walk In: Return the completed form to the facility offering the course
- Mail: Town of Cary (PRCR), P.O. Box 8005, Cary, NC 27512-8005
- Fax: Town of Cary (PRCR) (919) 469-4344