



Municipality of Chatham-Kent

RECREATION PROGRAMS

25 CREEK ROAD, CHATHAM, ONTARIO, N7M 5J3
 PHONE: (519) 360-1998 FAX: (519) 352-4241

Receipt

GST# R106983984

Chatham-Kent Recreation Programs

Refund Policy

Request	You Receive....
Program is cancelled by Recreation Programs.	<ul style="list-style-type: none"> • Full Refund or Credit.
Participant is withdrawn from the program at the request of Recreation Programs.	<ul style="list-style-type: none"> • Refund or Credit equivalent to the unused portion of the program.
Withdrawal from program at least five (5) business days prior to the start of the program.	<ul style="list-style-type: none"> • Full Refund or Credit.
Withdrawal from program less than five (5) business days prior to the start of the program.	<ul style="list-style-type: none"> • Refund - Minus a \$10.00 Administrative Fee. (Plus applicable taxes) • If you would like to avoid the administration charge we will credit your account without penalty.
Withdrawal from program due to medical reasons after the start of the program.	<ul style="list-style-type: none"> • Prorated refund/credit will be issued only with a doctor's note being provided prior to the end of the program. • \$10.00 Administrative Fee applicable for refund. • If you would like to avoid the administration charge we will credit your account without penalty.
Withdrawal from program after the start or end of the program.	<ul style="list-style-type: none"> • Sorry, no refund or credit.

It is recommended that all credits be used within one year from date of issue.

- Please allow 2 to 4 weeks for processing a refund cheque.
- Credit card refunds will appear on next month's statement.
- Debit refunds must be processed in person at the Park Ave Business Centre.

PLEASE KEEP THIS OFFICAL RECEIPT FOR YOUR RECORDS.

Reprinting of receipts is subject to a \$10.00 fee per receipt requested.
 * A percentage of this program fee may or may not be eligible for the Child Fitness Tax Credit

Information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA) and will be used exclusively to administer the programs/facilities of the Municipality of Chatham-Kent.

The Municipality of Chatham-Kent respects the privacy of its clients. At no time does the Municipality of Chatham-Kent, sell or distribute our client list. From time to time, with your permission, we use our client/information list as contacts for promotions, special offers and news about municipal programs and facilities.

Please check here if you prefer not to receive mailings, telemarketing, brochures, etc. from us.

In accordance with MFIPPA and PIPEDA.

Enquires about this collection may be directed to, Freedom of Information Coordinator at (519) 360-1998.