



235 Sam Michaels Lane, Shenandoah Junction, WV 25442
 Phone: 304-728-3207 Email: info@jcprc.org Web: www.jcprc.org

Refund/Transfer Request Form

This form is required for all refund, credit, and transfer considerations.

Please complete the form and return to pfisher@jcprc.org or drop off at the Jefferson County Community Center.

Parent/Guardian Name: _____ Signature: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Email: _____

Participant's Name: _____

Program(s) Withdrawing From- Names & Dates:

Program(s) Transferring To (if applicable)-
 Names & Dates: _____

Reason for withdraw/transfer request: _____

Jefferson County Parks and Recreation Refund/Transfer Policy

Our refund policy encourages early decisions, so as not to affect other customers or our ability to deliver efficient programs. All requests for refunds must be made prior to the start of the program. Registrations that require advanced tickets are not refundable. Refunds for Sports League registrations must be made prior to the listed league registration deadline. There are no refunds for missed sessions.

After initial registration, refund requests must be submitted in writing via refund request form and will be honored in the following manner:

***Admin fee is assessed per program. Please allow 7 business days for processing.**

Refund To: JCPRC Account Credit Credit Card Used During Initial Registration

**Refund default will be JCPRC Account Credit unless otherwise specified. Account credits expire 1 year from date of issue.*

Cancellation Requested	14 or more business days prior	7-13 business days prior	Less than 7 business days prior
Refund	Full refund minus \$12 admin fee	50% of program cost refunded minus \$12 admin fee	Not eligible
Account Credit	Full refund minus \$12 admin fee	50% of program cost refunded minus \$12 admin fee	Approval required. If approved, \$12 admin fee will be applied.
Program Transfer	\$5 Transfer Fee	\$5 Transfer Fee	Approval required. If approved, \$5 transfer fee will be applied.

Additional fees, including out-of-county fees, supply or material fees, t-shirt costs, or others, will not be included in the refund or credit.

If a program or activity is cancelled due to low enrollment, a full refund or credit will be issued to your account within seven business days of the cancellation. No administrative fees will apply.

If a program or activity is cancelled and is not able to be rescheduled, a credit will be issued to your JCPRC account within 7 days of the missed class.

If JCPRC reschedules or offers a make-up for missed or cancelled classes, no refunds or credits will be issued.

Office Use Only: Received On: _____ Processed On: _____ Processed By: _____ Refund/Credit Amount: _____