



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, 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.**

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
Transfer Program	\$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.

If a program or activity is cancelled due to low enrollment, a full refund 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 refund 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 will be issued.

Office Use Only: Received On: \_\_\_\_\_ Processed On: \_\_\_\_\_ Processed By: \_\_\_\_\_ Refund Amount: \_\_\_\_\_

Form Updated 2/20/25