

PROGRAM CANCELLATION REQUEST

The following charges will be assessed for class cancellations:

Cancellations with a 7 day notification before the first day of class will be assessed a \$5 cancellation fee per class.

If cancellations are requested less than 7 days before a program is scheduled to start, a surcharge will be applied for the **full class fee**, and no credit or refund will be issued.

A full refund is issued if the program is cancelled by the Louisville Recreation/Senior Center.

Parent/Guardian (if child is registered) _____

Participants Name _____

Address _____ City _____ Zip Code _____

Phone Number _____

Activity Title _____

Activity Number _____ Session Number _____

Reason for Request _____

(Circle Method)

Household Credit

Issue Check Refund

Credit Card Refund

Class Fee \$ _____

Class Fee \$ _____

Class Fee \$ _____

Surcharge \$ _____

Surcharge \$ _____

Surcharge \$ _____

Credit Amt. \$ _____

Credit Amt. \$ _____

Credit Amt. \$ _____

Credit Card Number

Expiration Date: _____

Cashier: _____ Date Requested _____

Supervisor Approval _____ Date _____