



Refund or Cancellation Request

Information

Activity Number	
Activity Name / Membership	
Activity Date	

Participant Information (Please print or type)

Name	
Billing Address	
City	
State	
ZIP Code	
Telephone	

Reason for Refund / Cancellation

Signature
Date

Options

- Refund to Account (Credit to ActiveNet for future classes)
- Refund by Mailed Check
- Refund to Credit Card
- Cancel Membership

Refund / Cancellation Policy

If requested at least 7 days prior to the first day of class, the full amount can be credited to the participant's account. This credit can be used for future classes or memberships. Prior to 2nd class – They will be subject to a \$10 administrative refund fee. After 2nd class – No Refund. A full refund will be issued, if a class or program is cancelled by the WSD.

Payment plan memberships are subject to a \$50 cancellation fee for individual memberships and \$100 for family memberships.

Supervisor Approval

- Approved
- Not Approved Reason: _____

Signature: _____
