

**Randolph Township Department of Parks, Recreation & Community Services
502 Millbrook Avenue – Randolph, NJ 07869 – 973-989-7081**

PROGRAM WITHDRAWAL REQUEST

All refund requests must be made in writing and are subject to approval by the Director of Recreation in accordance with Township Ordinances. Approved refunds will be issued via voucher in 2-3 weeks or via credit on the participant's Community Pass account. All refunds / credits have a \$\$ processing fee, with the exception of any program canceled by Randolph Township. Please be sure to write legibly – if we need more information we will contact you. All requests will be honored in the following manner:

- Refund/Cancellations received 14 days prior to program/activity start date to receive a full refund; less processing fee.
- Cancellations/Changes received 7-13 days prior to program/activity start date are eligible for a 50% refund, less processing fee.
- Cancellations/Changes made less than seven (7) days prior to the program dates are not eligible for a refund.
- **For Summer Day Camp and Summer Sports Clinics, no refunds will be granted after June 1.**
- **For Summer Teen Camp, no refunds will be granted after May 1.**
- A processing fee will be charged for all approved changes or refunds.
- Email completed form to shemmes@randolphnj.org or mail to address above.

Parent/Guardian Name	Participant's Name	
Street Address	City	Zip
Home Phone	Cell Phone	Email Address

Program(s) to be refunded (be specific): _____

Start Date of Program: _____

Program Fees Paid: _____ Date of Refund Request: _____ Date Registered: _____

- Please Select: I would like my Community Pass account credited. (\$10 processing fee)
 I would like to be issued a check after completing the voucher process. (\$25 processing fee)

Reason for Refund: Please attach additional documents as necessary. _____

For Office Use Only:

Approved **Denied**

Amount to be Refunded	\$
Processing Fee	\$
Total Refund	\$

Date Withdrawn: _____ Date Voucher Mailed _____ Date Signed Voucher Rcv'd _____