



MANASQUAN RECREATION DEPARTMENT

REFUND POLICY

Full refunds will be issued for any program or activity canceled by the Manasquan Recreation Department due to a lack of instructors, low enrollment or safety related issues. Payments made by credit/debit card for canceled programs and activities will be credited back to the credit/debit card within 2-4 weeks. Payments made by check will be mailed within 2-4 weeks: a purchase order will be sent to the payee's address which will need to be signed and sent back to the Borough of Manasquan Finance Department. Once the signed purchase order is received by the finance department a refund check will be sent.

Full refunds will also be issued if a registrant withdraws from a program prior to the registration deadline date.

Registrants who withdraw from a program after the deadline date but prior to the program start date will be assessed an administrative fee of 25% of the program cost.

No refunds will be issued to registrants who withdraw from a program after the program start date without the presentation of a doctor's note or approval from the Manasquan Recreation Department. An administrative fee under these circumstances will not be assessed.