

## 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 <u>signed</u> 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.