



Course/Program/Camp Cancellation Request

A cancellation request received 3 business days (72 hours) or more in advance of the course, program, or camp start date will receive a refund of the remaining fees after the cancellation fee is assessed (this means that the forms must be handed in the Tuesday prior to the intended weeks of cancellation of camps). **Refunds will not be provided for a cancellation request received less than 3 business days (72 hours) in advance of the course, program, or camp start date** (this means that the forms must be handed in the Tuesday prior to the intended weeks of cancellation of camps), **or once such course, program, or camp has commenced.**

(Refunds are by cheque only. Please allow 14 days for refund processing.)

Name of Participant: _____

Parent/Guardian's Name (if applicable): _____

Home Phone Number: _____ Work Phone Number (if applicable): _____

Course/Program/Camp Name: _____

Centre: YMCA West YMCA Wright Crescent

Course/Program/Camp Start or Session Dates: _____

Reason for Cancellation: _____

There is a cancellation fee of \$15.00 for each course, program, and camp (per each cancellation). Written notice is required in order to be eligible for a refund, less the cancellation fee.

There is no refund/credit memo for course/program materials (i.e. binders, manuals, etc.).

If a refund is applicable:

- I will pick up my cheque.
- Please mail my cheque to me.

Please make the cheque payable to:

Name: _____
 Address: _____
 City: _____ Postal Code: _____

I would like to help *build strong kids* by donating \$_____ of my refund to the YMCA of Kingston Strong Kids Campaign in support of youth programs and services. (Donations of \$20.00 or more will receive a charitable tax receipt).

I understand that the approval of this request is subject to the current cancellation policy of the YMCA of Kingston.

Signature: _____

Date: _____

For Office Use Only:

Fees Paid: _____

Less cancellation fee (\$15 ea) _____

Total Refund: _____

Cheque Amount: _____

Member Services Staff, please complete:

Request Taken In By (Signature): _____

Approved by: _____

Processed by: _____

Course/Program/Camp Receipt #: _____

- Original to Dept. Manager, along with a copy of receipt showing payment for course, program, or camp being cancelled.