



**Request for
Refund Credit**

- 1) Conditions for Refunds/Credits are listed in the Catalog and on the back of this form. Please read them before completing this form.
- 2) Filling out this form does not guarantee a Refund/Credit.
- 3) YWCA Membership is tax-deductible and non-refundable.

I have read and understand the above information.

_____ Signature

_____ Date

Name of Patron _____ Phone: _____

Address _____ City _____ State _____ Zip _____

Class Name _____ Code _____

Make Check Payable to _____

Reason for request: (medical attached Y/N) _____

Disapproved, why ? _____

Approved	Original Fee Paid	\$ _____
	Adjustments (prorate etc.)	\$ _____
	Approved Amount	\$ _____

<p>For Office use Only</p> <p>Received _____ Date _____ Init _____</p> <p>Program Dir _____ Date _____ Init _____</p> <p>CEO/COO _____ Date _____ Init _____</p>	<p>Notes</p> 														
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Refund</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Approved Amount \$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">Less Processing Fee \$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">Total \$ _____</td> <td></td> </tr> </table>	Refund		Approved Amount \$ _____		Less Processing Fee \$ _____		Total \$ _____		<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Credit</td> </tr> <tr> <td></td> <td style="text-align: center;">Approved Credit \$ _____</td> </tr> <tr> <td></td> <td style="text-align: center;">Credit # _____</td> </tr> </table>		Credit		Approved Credit \$ _____		Credit # _____
Refund															
Approved Amount \$ _____															
Less Processing Fee \$ _____															
Total \$ _____															
	Credit														
	Approved Credit \$ _____														
	Credit # _____														

Cancellations, Credits , and Refunds Policy

Cancellations

- * The YWCA reserves the right to cancel or modify classes or change instructor assignments. If a course is canceled, we will make every effort to notify you in advance. When a class is cancelled due to inclement weather or other unforeseen event, we will attempt to contact all scheduled participants. Be sure to indicate your home, work and alternate phone numbers on the registration form to assist us with timely notification.

Emergency closings

- * Closings necessitated by inclement weather or other emergency will be announced on WFAS Radio – 1230 AM or 103.9 FM or log on to www.wfasfm.com or www.wfasam.com.
- * There will be no credit or refund given for such closings.

Non-refundable deposits , membership, and tuition

- * Program deposits (Camps, Nursery School, Kids' Connection, Middies, Child Care and Gymnastics Team) are NON-REFUNDABLE.
- * Memberships/associate memberships are tax-deductible and non-refundable except when the YWCA cancels a class and the membership has been purchased solely for participation in that class. Memberships are not transferable.
- * Tuition paid in advance for YWCA programs are generally not refundable. Refer to your contract for further information.

Refunds

- * Refunds are given only when the YWCA cancels a class, for serious illness with certification by a physician (when participant would miss more than half the classes during a session), or when the YWCA is notified of participant withdrawing at least 48 hours before the first scheduled class and only for selected classes (does not apply to child care, nursery school, Kids' Connection, Special Programs or camps).
- * a \$10 refund fee will be charged in lieu of credit except when the YW cancels a class. All refunds will be made by check and will be mailed within 30 business days.

Credits

- * Participants may request a credit in lieu of a refund to avoid the \$10 fee in the cases listed above.
- * Credits are good for one year from date of issue, are transferable within the participant's immediate family, and may be applied to any YWCA activity.
- * Credits are not given for occasional absence due to participant illness, vacations, etc.

- * **Cancellations of classes due to inclement weather will not result in Refunds/Credits**

Refund and credit request forms are available through your Program Director and the member services desk (at street level). Completion of a credit/refund request does not guarantee same.