Refund Request

Participant initiated refund requests must be made in writing and received three business days before the class start date. A $5 processing fee per activity for each person will be assessed to all approved requests.

Sorry, no refunds after three business days prior to the class start date. This is due to financial commitments we must make before activities begin. Refunds take approximately 30 days to process

Completed forms should be mailed or brought to the Recreation Office located at 2920 Douglas Street in Longview, or faxed to (360) 442-5955. If you are faxing this request, please call (360) 442-5400 to confirm receipt.

Date:_____

Customer Name:_____Participant Name:_____

Address_____City_____Zip_____

Phone _____ Email _____

Course Title:_____

Session: _____ Class Start Date:_____ Course Number:_____

Reason for request:

_____
Customer Signature

Staff use only

Date/Time Received_____ *By*_____

Approved _____ Denied_____ Reason:_____

_____ Date_____
Supervisor signature

Original Receipt #_____ Amt Pd:$_____ Amt withheld:$_____ Amt to refund:$_____

Processed on: _____ By:_____

Longview Recreation • 2920 Douglas Street • Longview, WA 98632

Phone (360) 442-5400 Fax (360) 442-5955