

## **Cancellation, Transfer and Refund Policy 2016-2017**

### **CANCELLATIONS**

The Coventry Parks and Recreation Department reserves the right to cancel a program due to insufficient registration or any other cause that prevents the presentation of an activity in an acceptable manner. If schools cancel or close early due to inclement weather, or any other reason, then all after school recreation programs will also be cancelled.

### **REFUNDS**

Participants will receive a full refund when a program is cancelled due to lack of participants, facilities or qualified instruction. No refunds or prorating will be offered for classes missed by a participant for any reason.

All cash refunds will be issued in the form of a check. Refunds take approximately 3-4 weeks to be processed. Credit card payments will be refunded minus a 3% service charge. A \$26 service charge will be assessed for any checks returned from the bank. Registrations are non-transferable.

Refund requests may be made in person at the parks and recreation office, by email to [parksandrecreation@coventryri.org](mailto:parksandrecreation@coventryri.org), or by phone (401) 822-9107.