



Churchill County Facilities, Parks and Recreation Department
 325 Sheckler Road Fallon, NV 89406 (775) 423-7733 (775) 423-7734 Fax

Received by: _____
 Date: _____

Churchill County Facilities, Parks and Recreation Department
Program Refund/Credit Request

- Applications for refunds/credits for regular programs must be received at least 48 business hours prior to the beginning of the program.
- Applications for refunds/credits of team programs must be received one week prior to the date schedules become available.
- Refund/Credit requests received after the start of the program may be assessed a \$5.00 administrative fee and Pro-Rate fee.
- Full refunds will be given if a program is cancelled.
- Completion of this form does not guarantee a refund/credit; all requests must go through an approval process.

PLEASE PRINT

RECEIPT NO. _____ NAME OF PARTICIPANT _____

MAKE REFUND CHECK PAYABLE TO _____

MAILING ADDRESS _____

DAY TELEPHONE _____ EVENING TELEPHONE _____

PROGRAM _____ PROGRAM START DATE _____

REFUND AMOUNT REQUESTED _____

REASON FOR REQUESTING REFUND/CREDIT _____

I have read and understand the above refund/credit guidelines. I understand that this is a request only, and approval is not guaranteed.

REQUESTOR'S SIGNATURE _____ DATE _____

----- **OFFICE USE ONLY** -----

AMOUNT PAID \$ _____ ADMIN. FEE \$ _____ PRO-RATE \$ _____ TOTAL REFUND \$ _____

APPROVED/DENIED BY _____ DATE _____

COMMENTS _____

"Churchill County, Nevada, is an equal opportunity provider and employer."

Updated: 10/2016



**Churchill County Facilities, Parks and Recreation Department
Program Refund Policy**

Where “program” refers to any class, clinic, league, equipment rental, or similar program where fees are required at the time of enrollment or registration. Participant(s) may receive a refund as follows:

1. No cash refunds are given at any time. All refunds are awarded in check form, issued by Churchill County, which does require a processing time frame. Refunds may take up to six weeks.
2. A partial refund will be awarded when a portion of the program has been administered, but the program is cancelled prior to completion and cannot be rescheduled. Only the un-administered portion of the program will be refunded.
3. A full refund will be awarded under the following conditions:
 - a.) The Department cancels a program prior to its beginning date.
 - b.) The Department cancels, before or after the beginning date, a program of which the sole purpose was to attain certification or licensing.
4. If, the case where a program can be, and is rescheduled within a reasonable amount of time, the Department will only issue a refund upon request, when the participant is unable to attend the rescheduled program. Request may go to the Park and Recreation Commission by following the process stated in rule number eight (8).
5. A participant who withdraws from a program prior to the registration deadline is entitled to a refund, minus a five dollar (\$5.00) administrative fee. After the registration deadline, no refunds will be given without a medical notice.
6. A refund for the unused portion of any program will be awarded to participant who presents a written medical notice of inability to continue participation in the program.
7. All Pro Shop sales are final, except in the case of defective merchandise. Defective merchandise will be replaced or a check refund awarded. Defective merchandise must be returned within thirty (30) days of sale. If any signs of merchandise tampering is detected, no replacement or refund will be given. Any customer may be given the company name and return procedure upon request.
8. Any situation not addressed above or any appeal of this policy, may be taken before the Churchill County Parks and Recreation Commission.

To appear before the Park and Recreation Commission, first make a request to be put on the agenda by calling (775) 423-7733. Second, either attend the next regularly scheduled meeting, or submit a letter forty-eight (48) hours prior to the meeting explaining the reason(s) for the requested refund.

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