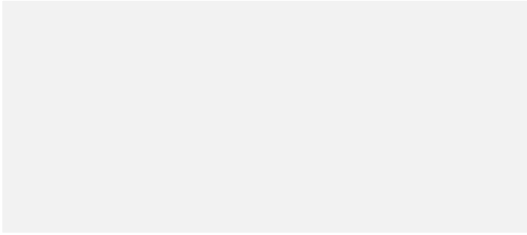




**CITY OF WELLAND**  
**Recreation & Culture Division**  
 145 Lincoln Street, Welland, ON L3B 6E1  
 Phone: 905-735-1700 EXT 4000  
 Fax: 905-732-6187  
 registration@welland.ca



**CITY OF WELLAND ~ RECREATION & CULTURE DIVISION**

**SUMMER DAY CAMP WITHDRAWAL REQUEST FORM**

**PARTICIPANT INFORMATION**

Last Name:		First Name:	
Childs Name:		Phone:	
Current address:		City/Town:	
Postal Code:	Email Address:		

**INSTRUCTIONS**

All requests for credits/refunds must be submitted by completing this form. Requests will not be administrated by phone, fax or email. Non-attendance and/or notification to staff/instructor does not constitute notice of withdrawal/ request. Submission **does not** guarantee that a credit or refund will be granted. Upon approval, refunds will be processed according to the date this form was received by our division, it will not be backdated.

**All withdrawal requests are subject to a \$73.85 administration fee.**

A minimum of two weeks' notice prior to registered week is required for the withdrawal to be considered, administration fee(s) will apply. Please allow 3 weeks for processing. If refunds are granted they will be processed and returned in the mail via cheque. If payment was made with a gift card and is eligible for a refund it will be returned to a gift card. Entitlements under \$10 will be held as an account credit for future registrations. A full-time customer service clerk will be in contact with you regarding your request. Thank you for your cooperation!

**PROGRAM INFORMATION**

PROGRAM:	MUNCHKIN	FUN FACTORY	KOOL KIDS
<b>DATE</b>	<b>REASON</b>		
WEEK:			
WEEK:			
WEEK:			

**ADDITIONAL COMMENTS**

Parent/Guardian:	Date:
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**OFFICE USE ONLY**

**STEP ONE**

Total fee for week(s) requesting to be withdrawn:

Payment already processed?                      YES                      NO

Method of Payment?                      CASH                      CHEQUE                      P.D. CHEQUE                      CREDIT CARD

Postdated cheques on file?                      YES                      NO

**STEP TWO**

Postdated cheques to be returned?                      YES                      NO                      SHRED

Administration fee?                      YES                      NO; if no, reason:

Refund to be issued?                      YES                      NO; if no, reason:

Amount to be returned?

CSC:	Management/Coordinator:
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