



Refund Policy - Recreation Programs

PARKS AND RECREATION 22500 SALAMO RD #1100 WEST LINN OR 97068 *503-557-4700 *503-656-4106 FAX

Purpose

The purpose of this policy is to clarify the procedure and policy for refunds from Recreation programs.

Procedure

Requests for recreation program refunds should be directed to the Parks and Recreation Department at 503-557-4700.

Policy

Recreation program fees shall be refunded in the following manner:

1. 100% refund if class is cancelled by City of West Linn
2. 100% refund minus a \$10 processing fee (fee applies to each class withdrawn), if refund is requested prior to the start of class (unless otherwise noted)
3. In lieu of a refund, you may request a credit to your account and the \$10 fee will be waived. All credits to account are non-refundable.
4. After a class has begun, credit to your account will be issued on a prorated basis.
5. All credits are non refundable.

Issued: In use since 1997

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