

Registration & Refunds

REGISTRATION INFORMATION

- ◆ You may use a Registration Form to register by mail, fax or in person. You may also register by phone. A registration is not complete until all paperwork is filled out completely, signed, returned, and payment has been received.
- ◆ Payments are only being accepted in the form of a check at this time.
- ◆ All programs and trips require pre-registration unless otherwise noted.
- ◆ Some programs have limited enrollment. Registrations are accepted on a “first paid” basis. Please enroll early to ensure availability. Programs will be cancelled if the minimum number of participants has not been met by the registration deadline.

PROGRAM REFUNDS

The Northern Lebanon Recreation and Parks Commission reserves the right to cancel any program, trip, etc... due to insufficient enrollment. On the occasion that the department cancels a program, a full refund will be given in the form of a check. Refunds take at least two-three weeks. We do not issue cash refunds.

Participant request for refund:

- ◆ A participant requesting to be removed from a program must do so at least one week prior to the program start date to receive a full refund, less \$5.00 processing fee.
- ◆ Participant requesting a refund within one week of the program start date will receive a 50% refund.
- ◆ Once a program starts, no refunds will be issued.
- ◆ We do not pro-rate for late registration.
- ◆ Refunds are not given for any classes you choose not to attend.

TRIP REFUNDS

- ◆ Refunds must be requested one month prior to trip date to receive a full refund, less \$5.00 processing fee.
- ◆ Within one month of trip date, participant will receive a 50% refund unless a replacement can be found.
- ◆ Within two weeks of trip date, no refunds will be issued unless a replacement can be found..

CONTACT INFORMATION

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