



Refund Hardship Form

Refund Procedure:

- No refunds within 21 days of a program start date*.
 - Full refunds may be issued upon request 21 days or more prior to the start of the program.
 - A 10% processing fee (minimum \$10) will be deducted from refund amount.
 - Full refunds will be issued for classes cancelled by the Edmonds Parks, Recreation and Human Services Department.
 - In most cases, there will be an attempt to schedule a makeup class.
 - If a makeup cannot be scheduled, or a participant is unable to attend the rescheduled class, a pro-rated refund for the missed session will be issued.
 - If cancelling within 21 days of the program date, participant may submit a hardship request to be evaluated by the Department Director. Hardship requests will be considered on a case by case basis.
 - Please fill out the form below and submit via email to edmondsparks@edmondswa.gov
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- Registered Participants Name (First and Last):
- Parent or Guardian Name (if registered participant is under the age of 18):
- Receipt Number:
- Class Number:
- Email:
- Phone:
- Reason for requesting a refund: