

North Kingstown Recreation Department

Refund Policy & Transfer Policy



One-Day Classes

- No refunds within 5 business days of the class.

Multi-Day or Week Classes

- Withdrawal from program 10 full business days before the first class (excluding weekends and holidays) receives a full refund minus \$10 processing fee.
- Withdrawal from program less than 10 full business days before start or after first class: no refund.
 - Exceptions may be granted at the Recreation Director's discretion; pro-rated refunds minus \$10 fee may apply.

Camps

- No refunds once camp begins unless extenuating circumstances occur and a medical note is provided.
 - Exceptions may be granted at the Recreation Director's discretion; pro-rated refunds may apply.

Field Trips

- No refunds after the field trip due date (date varies annually)

Medical

- A doctor's note must be submitted for consideration.
- Approved refunds are pro-rated minus a \$10 processing fee.

Transfers

- Must be requested 2 business days before the program start.
- Approval depends on registration and waitlist availability.
- Transfers incur a 10% processing fee (based on original program fee).

Late Registrations

- Approval depends on registration and waitlist availability.
- Transfers incur a 25% processing fee (based on original program fee).

Note: The Town of North Kingstown reserves the right to change this policy with notice.

Website: www.northkingstownri.gov

North Kingstown Recreation Department

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Refund / Transfer Request Form



PARTICIPANT NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

CLASS/PROGRAM: _____

Reason for refund/transfer:

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

Please indicate: REFUND TRANSFER

Transfers, please fill in below:

Transfer from:

PROGRAM NAME: _____

PROGRAM DATE: _____ PROGRAM TIME: _____

Transfer to:

PROGRAM NAME: _____

PROGRAM DATE: _____ PROGRAM TIME: _____

Please submit this form by one of the following methods:

- **Email:** RecreationSecretary@NorthKingstownRI.gov
- **Drop Off:** Recreation Office, 80 Boston Neck Road
- **Mail:** Recreation Department, 100 Fairway Drive, North Kingstown, RI 02852

Once received and approved, your refund will be processed within **7 business days**.

- **Cash & Check Payments:** will receive household credits
- **Card Payments:** will be refunded to the original card

OFFICE USE ONLY

Received by:		Processed:	
Date:		Amount:	