



# Township of King Refund Request Form: MEMBERSHIPS

## FOR OFFICE USE ONLY

Date Received (DD/MM/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Received: \_\_\_\_\_ A.M / P.M  
Received By: \_\_\_\_\_

## PARENT/GUARDIAN/ADULT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City & Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## PARTICIPANT & MEMBERSHIP / TRAINING INFORMATION

Participant #1 (First and Last Name): \_\_\_\_\_

MEMBERSHIP TYPE					
<b>UNLIMITED</b>	Yearly	6 Months	3 Months	1 Month	Single Use
<b>GYM ONLY</b>	Yearly				
<b>TRACK ONLY</b>	Yearly	6 Months	3 Months		Single Use

Other: \_\_\_\_\_

## REASON FOR WITHDRAWAL (REQUIRED)

\_\_\_\_\_  
\_\_\_\_\_

## REFUND POLICY

Refund Requests will be processed according to the criteria outlined below. Once approved, please allow 4-6 weeks for refund processing. Submission of a form does not guarantee that a refund will be issued, and a non-attendance at a program does not constitute a notice of withdrawal. Refund requests will only be accepted by a completed Refund Request Form. **Memberships on a payment plan are not eligible for refunds. Completed forms can be dropped off, faxed in at 905-833-2300 or emailed to [fitness@king.ca](mailto:fitness@king.ca).**

- 20% admin fee charged on remaining balance for cancellation of membership.
- Membership transfers are permitted for remaining balance, no fee charged.
- Members will be permitted to place memberships on hold for a maximum of 3 months for medical reasons or extenuating circumstances.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE NOTE: Refunds can take 4-6 weeks to be processed.

If you are NOT getting an in-person refund and are requesting a refund by Credit Card, you MUST have your financial information saved in your account on PerfectMind to receive your refund:

[www.townshipofking.perfectmind.com](http://www.townshipofking.perfectmind.com)

Please select one of the following options:  Refund my Credit Card  Refund by Cheque  Credit by Gift Card

**OFFICE USE ONLY:** Issue \_\_\_\_% refund (Total of \$ \_\_\_\_\_)  
**COMPLETED:**  **INITIALS:** \_\_\_\_\_