



Township of King Refund Request Form: **CAMPS**

**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 & CAMP INFORMATION**

Participant #1 (First and Last Name): \_\_\_\_\_  
Camp Name: \_\_\_\_\_ Course Code(s): \_\_\_\_\_  
Participant #2 (First and Last Name): \_\_\_\_\_  
Camp Name: \_\_\_\_\_ Course Code(s): \_\_\_\_\_

**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.

Cancellation Date	Refund amount
Up to one week prior to camp start date	80% Refund or 100% Gift Card
Up to 5-6 days prior to camp start date	50% Refund or 80% Gift Card
Thursday after 4p.m. prior to weekly camp registration	No Refund or Gift Card
Medical circumstances where a Doctor's note is provided	100% Refund

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:** \_\_\_\_\_