



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CREDIT/REFUND REQUEST FORM

Credit/Refund Policy

The YMCA understands that there are events that come up that conflict with YMCA programming and therefore provides an opportunity to cancel or change current program registrations. To cancel and request a credit/refund, please fill out the form below. All credits/refunds must be requested and approved by the Program Director. All approved credits expire after 1 year.

FULL CREDIT/REFUND

- Granted for all programs if request is submitted **prior to the start of the program/class**.
- Granted if the **YMCA cancels the entire program/class session** (does not apply to individual snow/rain day cancellations).

PARTIAL CREDIT/REFUND

- If request is submitted after the start of the program/class, participants may receive a **PARTIAL CREDIT** on their account or **PARTIAL REFUND**. The Program Director overseeing the program will determine the appropriate pro-rated refund amount considering the timing of the cancellation and any applicable registration, equipment or program supply fees incurred by the YMCA. No partial credits/refunds are given for individual snow/rain day cancellations.

I have read and understand the above stated credit/refund policy.

Signature _____ Date _____

You will be notified of the credit/refund amount within 3 to 5 business days.

Participant Name _____

Name of Person Requesting Credit/Refund _____

Address _____ Phone # _____

City _____ State _____ ZIP _____

Email Address _____

Reason for request: _____

Your request will be forwarded to the appropriate program director. Thank you for your participation.

OFFICE USE ONLY – Please attach receipt to this form and place in Directors mail box.

Class _____ Description _____ Day/Time _____

Session _____ Amount Paid _____

Membership Staff receiving form _____ Date: _____

Director Signature _____ **Date:** _____

Approved By Director for (check one): **Credit** **Refund** **In the amount of:** _____

Our Mission: The YMCA of Southwestern Indiana,, Inc. following the example of Jesus Christ, responds to community needs by serving all people, especially youth, through relationships and activities that promote healthy spirit, mind, and body.