



**Middletown Township Department of Recreation**  
1 Kings Highway – Middletown, NJ 07748 – 732-615-2260



**REFUND REQUEST**

All refund requests must be made in writing and are subject to approval by the Director of Recreation in accordance with Township Ordinances. Approved refunds will be issued via purchase order in 6-8 weeks or via a credit on the participant's Community Pass account. **All refunds via purchase order have a \$10.00 processing fee, with the exception of any program canceled by the Middletown Township Department of Recreation.** Please be sure to write legibly – if we need more information we will contact you. All requests will be honored in the following manner:

- Refund/Cancellations received 14 days prior to program/activity start date to receive a full refund, less processing fee.
- Cancellations/changes received 7-13 days prior to program/activity start date are eligible for a 50% refund, less processing fee.
- Cancellations/Changes made less than seven (7) days prior to program dates are not eligible for a refund.
- For all Summer Recreation programs, no refunds will be granted after May 15.
- A processing fee will be charged for all approved changes or refunds.
- Participants requesting a refund must present proof of payment.

Participant's Name		Parent/Guardian Name	
Street Address		City	Zip
Home Phone	Cell Phone	Email Address	

Program(s) to be Refunded (be specific): \_\_\_\_\_

\_\_\_\_\_ Start Date of Program: \_\_\_\_\_

Program Fees Paid: \_\_\_\_\_ Date of Refund Request: \_\_\_\_\_ Date Registered: \_\_\_\_\_

Please select:  I would like my Community Pass account credited.  
 I would like to be issued a check after completing the purchase order process (\$10.00 processing fee).

Reason for Refund. Please attach additional documents as necessary. \_\_\_\_\_

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

**For Office Use Only:**

Approved  Denied

Amount to be Refunded	\$
Processing Fee	(\$10.00)
Total Refund	\$

**Tracking Information**

**Withdrawn Date:**

<b>Requisition Done?</b> (Date)	<b>PO #:</b>	<b>PO Mailed?</b> (Date)
<b>Signed PO Rcv'd?</b> (Date)	<b>Submitted for Pmt?</b> (Date)	<b>Check Cut?</b> (Date)