



## Registration Refund Policy

Full refunds may be given for any recreation program postponed, rescheduled, or cancelled by Coquille Parks and Recreation.

Participant requests for refunds must be submitted in writing to the Assistant Director of Programs of Coquille Parks and Recreation ([kgassen@coquillerecreation.com](mailto:kgassen@coquillerecreation.com)). The amount of the refund, if any, will be based on the date of request, cost associated with participation, and reason for withdrawal. Coquille reserves the right not to issue any refund once program/season starts. All refunds are subject to a \$5 processing fee.

**Email/letter must include the following information:**

1. Parent's Name
2. Primary Account Holder's Name
3. Athlete's Name
4. Registered Program
5. Reason for Withdrawing from Sport
6. Date

Once the refund is approved, the Assistant Director of Programs will submit a report to the Business Office Manager. Checks are issued and mailed out on Fridays.

Refunds are mailed to the address listed on the account. Coquille Parks and Recreation is not responsible for undeliverable mail. Any returned checks will be kept in the office for in-person distribution.