City of Melfort Policy Manual

POLICY TITLE: Northern Lights Palace Pool Refund Policy	7.2.70	September 8 th , 1999
ORIGIN:	ADOPTED BY COUNCIL ON:	DATE:
Pool Manager	September 7 th , 1999	August 26, 1999 Amended: October 4, 2004

NLP POOL REFUND POLICY

- 1. Refund requests received and approved before 14 calendar days of lessons commencement will be charged a \$5.00 administration fee for programs \$60.00 or under and a \$10.00 administration fee for programs over \$60.00.
- 2. Refund requests received and approved within 14 calendar days of lesson commencement will be charged a \$10.00 administration fee for programs \$60.00 or under and a \$20.00 administration fee for programs over \$60.00.
- 3. No refunds will be issued after lessons have commenced unless for medical reasons (doctor's note required). The refund will be pro-rated, plus a \$5.00 administration fee will be charged.
- 4. The original lesson receipt is required for all refunds.