



# BASIN RECREATION

Snyderville Basin Special Recreation District  
5715 Trailside Drive  
Park City, Utah 84098  
435.649.1564 (p) 435.649.1567 (f)

## Participant/Member Refund Request

**Instructions: Please save this document on your desktop. Click email address to send:** [contactus@basinrecreation.org](mailto:contactus@basinrecreation.org)

Member Name			Date of Request
Mailing Address			Telephone Number
City	State	Zip	Email

### STEP 1 ORIGINAL TRANSACTION INFORMATION

Participant Name		Activity/Program Description		Scholarship	
Original Transaction Date	\$ Original Payment Amount	Payment Type	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### STEP 2 REFUND INFORMATION

Reason for the return:

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#### REFUND POLICIES:

Payments to the District are subject to the following refund policies:

**Recreation Program General Refund Policy:** Unless specifically provided below, refunds will be given if notice of cancellation is provided seven (7) or more business days prior to the first day of a program. All refunds, including but not limited to those for special circumstances and field trips, are subject to an administrative fee. Programs cancelled by the District will be refunded in full.

**Special Circumstance Refund Policy:** If a participant cannot attend or continue an activity due to an illness or an extraordinary circumstance, a pro-rated refund may be granted at the discretion of the program coordinator.

**Field Trip Camp Cancellation Policy:** Due to the costs incurred by the District for field trips, if a participant cancels within 14 days of the field trip, he/she is responsible for entire activity cost. However, should the District fill the participant's space, participant will receive a full refund minus the administrative fee. If a participant cannot attend or continue an activity due to an illness or an extraordinary circumstance, a refund will be given at the discretion of the camp director.

#### Field House Passes/Classes/Team Sports Refund Policy:

1. Punch cards and one (1) month passes are non-refundable.
2. Refunds on all other passes will be pro-rated for time used, according to the highest applicable fee. If the amount credited is applied to a credit card, an administrative fee will be charged.
3. Only annual passes may be frozen. An annual pass holder may freeze the pass for one (1) time only for a minimum of two (2) weeks. Advanced notice is required.
4. Adult fitness class refunds will be at the discretion of the instructor.
5. Adult team sports refunds: Before the schedules are set, the District will provide a full refund minus the administrative fee. After the schedule is complete, a fifty percent (50%) refund will be given. Once the season has begun, no refunds will be allowed.

For field rental refund policies: see applicable facility use agreement form.

### STEP 3 PAYMENT INSTRUCTIONS

Mailing Address			ATTN
City	State	Zip	Telephone Number
Participant Signature	Date	<b>Refund Method:</b> The requested refund will be provided to the participant in the same payment type as the payment was initially received. Credit card refunds will take 5-7 business days to post and checks will take approximately two weeks to process.	

#### ADMINISTRATIVE USE ONLY

Supervisor Approval	Approval Date	Refund <input type="checkbox"/>	Refund Amount	<input type="text"/>	Department Code #1
Finance Approval	Approval Date	Partial Refund <input type="checkbox"/>	2101 • Sales Tax	<input type="text"/>	
		Non-Refundable <input type="checkbox"/>	Admin Fee	<input type="text"/>	Department Code #2
			Total Refund	<input type="text"/>	