



Cumming Aquatic Center

REFUND REQUEST FORM

All Memberships and Passes are non-refundable.

- **Rentals:** 2 week's (14 days) notice is required to cancel any Cabana rental, Activity Room rental, or Private Pool rental in order to receive a full refund, minus the Administrative Fee, **or** to change the date of your rental. No partial refunds will be issued. Administrative fees are always non-refundable. If you are planning to host a party at the OLP, please familiarize yourself with the Rain Check Policy.
- **Programs:** A minimum of 5 days' notice before the first class meeting date must be given in order to be refunded for any program registration (e.g. swim lessons, lifeguarding courses). No refunds will be granted if less than 5 days' notice is given. Administrative Fees are always non-refundable.
 - **Swim Lessons:** There are no make-up classes and no partial refunds or account credits will be issued for any classes missed.

Once the Refund Request Form is received, you will be contacted within 5 days with a decision. Completion of the Refund Request Form does not guarantee that the refund request will be granted.

Contact Name: _____ **Date:** _____

Participant Name (if different than above): _____

Contact Information: Home Phone _____ Cell Phone _____

E-Mail Address _____

Street Address _____

City _____

State _____

Zip Code _____

Item Requesting Refund For: _____

If applicable, please list:

Swim Lesson Session #:

Swim Lesson Session Start Date:

Swim Lesson Class # / Class Level:

Reason for Refund Request: _____

Refund Type:

- CAC Account Credit – Can be used for any future activity at the CAC. Credit does not expire.
- Method of Payment – Administrative Fee is non-refundable, even if adequate notice is given.

**** Completed forms should be given to the Aquatics Director****