

Reston Community Center Cancellation/Refund Request

Date of Request																															
Adult Name		First										Last																			
Home Address																															
City																	State					Zip									
Phone		Home															Cell														
E-mail Address																															
Reason for Request																															

CLASS, CAMP, PASS AND TRIP CANCELLATION/REFUND REQUEST

- No refunds are given for any class, camp, pass or trip with a fee of \$10.00 or less.
- Refunds will be issued to original credit card or by check from Fairfax County if original payment was cash or check.
- Refund checks will be issued by Fairfax County in 4-6 weeks.
- Refund requests received on or after the class, camp or trip begins will not be honored.

Class and Camp Cancellation Policy

- Written refund requests received 14 days or more prior to the start of a class or camp will receive a full refund less a 20% processing fee.
- Refund requests received less than 14 days before the start of a class or camp will be granted (less a 20% processing fee) only if another registration is received in its place.

Trips Cancellation Policy

- Written refund requests received 14 days or more prior to the start of a trip will receive a full refund less a 50% processing fee.
- Refund requests received less than 14 days before the start of a trip will be granted (less a 50% processing fee) only if another registration is received in its place.

Pass Cancellation Policy

- Refunds for a pass will be prorated to the purchase date and then subjected to a 20% processing fee.

ACTIVITY NUMBER							ACTIVITY NAME					PARTICIPANT NAME					FEE		ACTIVITY DATE	
						-														
						-														
						-														

MEETING ROOM RENTAL CANCELLATION/REFUND REQUEST

Refunds will be issued according to the following schedule:

- More than 21 days before the scheduled reservation.....80%
- 14-21 days before scheduled reservation.....50%
- Less than 14 days before the scheduled reservation.....0%
- Refunds will be issued to original credit card or by check from Fairfax County if original payment was cash or check.

DATE OF RENTAL			ROOM NUMBER			NAME			AMOUNT PAID		

I HAVE READ AND AGREE TO THE REFUND TERMS LISTED ABOVE

SIGNATURE: _____ **DATE:** _____

RCC PROGRAM USE ONLY	
Refund Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why: _____ Total Amount: \$ _____	RCC Staff: _____ Date: _____



MAIL REFUND REQUESTS TO:
 Reston Community Center Hunters Woods
 2310 Colts Neck Road • Reston, VA 20191

FAX REQUESTS TO:
 Class, Camp, Trip, Pass: 703-476-2488
 Aquatics, Pass: 703-476-0563
 Meeting Room Rentals: 703-476-2488

