



Recreation & Leisure Services

Refund Request Form

613-546-4291 x 1700 or 1800

ecityservices@cityofkingston.ca

All requests for refund / credit must be completed on this form and returned to: Artillery Park Aquatic & Fitness Centre 76 Ordnance Street, or the INVISTA Centre 1350 Gardiners Road. All requests for refunds must meet criteria outlined in the Refund Policy in the Leisure Guide. **Please submit your original receipt with your completed Refund Request Form.** Please complete Section 3 on reverse. (optional)

Section 1: Program Withdrawal Information

Participant's Name: _____ Telephone No.: _____

Parent/Guardian: _____ Postal Code: _____

Address: _____ City: _____

Program Name: _____ Program Code: _____

Reason for Withdrawal (please attach extra pages if needed):

Signature: _____ Date: _____

Please choose one of the following:

I would like to leave my payment on account, to be credited towards future registrations

I would like to be refunded my payment for this course. (A \$10 administrative fee will be charged with this option)

Signature

Date

Section 2: For Office Use Only (To be completed by Program Supervisor)

Request Declined

Request for full refund approved

Request approved less \$10 administration fee

Request for pro-rated fee approved

Total Refund to be issued \$ _____

Signature of Program Supervisor

Date
