

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Northern Lights Palace Pool Refund Policy	<i>POLICY NUMBER:</i> 7.13	<i>EFFECTIVE DATE:</i> September 8th, 1999
<i>ORIGIN:</i> Pool Manager	<i>ADOPTED BY COUNCIL ON:</i> September 7th, 1999	<i>DATE:</i> 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.