



REFUND OR EXCEPTION TO POLICY REQUEST FOR ADVENTURE PROGRAMS OFFERINGS



Refunds - ALL refunds will incur a \$20 service charge:

Once an offering is full, a refund is based on the time line below ONLY if someone pays for your spot. Up to 30 days before an offering which is not full, you may receive a full refund (-\$20 service charge). From 29 to 8 days before an offering which is not full, you may receive a 50% refund (-\$20 service charge). Fewer than 8 days before an offering, which is not full, there are NO REFUNDS.

Transfers - ALL transfers will incur a \$10 transfer fee:

All transfers must be completed at least 8 days prior to the offering's first meeting and be within the same quarter. Once offering is FULL: You may transfer only if someone pays for your spot and you have paid the \$10 fee. If offering is NOT FULL: More than 8 days before an offering, you may transfer if you have paid the \$10. Fewer than 8 days before an offering, you may transfer if someone pays for your spot and you have paid the \$10 fee.

If you have any questions, please feel free to talk with the Adventure Programs Director at (805) 893-3737.

Name: Phone: Email:

Mailing Address where check should be sent:

City: STATE: ZIP:

YOUR REQUEST CANNOT BE PROCESSED WITHOUT A CITY AND ZIP CODE

I would like to request:

- A transfer per our policy with a \$10 transfer fee.
A refund per our policy with a \$20 service fee.
An exception to the refund policy with a \$20 service fee.

For the following Adventure Programs offering: Start Date:

For the following reason:

Blank lines for providing reasons.

Please attach supporting documentation.

I understand the refund policy and understand any exceptions are at the discretion of the program administrators. I understand if/once approved, a refund will take at least 4-6 weeks before a check is mailed. All information provided is true and correct to the best of my knowledge.

Signature: Date:

For Office Use Only

Request Approved Request Denied Amount Approved:

Comments:

Director's Approval: Date: