



## Albion Recreation Department

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### **Program/ Activity Fees Refund Policy:**

The Albion Recreation Department will adhere to the following guidelines for the refunding of all Program/Activity Fees.

The following refund policy including refunds, transfers, and pro-rations is in effect:

- A. Refunds will be issued for all classes and programs based on the following:
  1. Prior to first class or event – a full refund of registration fees minus a \$5.00 Administrative Fee.
  2. After first class or event – A refund of 50% of the registration fee.
  3. After second class or event – No refund will be given.
- B. Refunds for all rentals will be subject to a rental cancellation charge ( per Facility Reservation Policy)
- C. A full refund will be issued if the class or program is cancelled by the Albion Recreation Department.