

This policy supports the Shawnee County Parks + Recreation vision and mission statements (<http://parks.snco.us/296/Vision-Mission-Statement>).

Purpose

It is the intention of Shawnee County Parks + Recreation (SCP+R) to offer a refund or SCP+R credit for participants who qualify and meet the requirements. All refunds will be issued via check in accordance with the County's Treasurer's bill paying schedule. There are no cash refunds.

Programs may be combined or cancelled due to insufficient enrollment. A full refund or SCP+R credit will be issued for programs, sports leagues or shelter reservations cancelled by SCP+R.

Any account with an outstanding balance will have the requested refund amount applied to that balance. If requested refund amount exceeds the outstanding balance, a refund will be issued.

Refunds

1. **Sports Leagues/Clinics, Programs, Camps and Room Rentals** – Refunds will be issued with a 20% cancellation fee if cancelled by participant at least fourteen (14) days prior to start date. Cancellations less than fourteen (14) days prior to start date will receive a 50% SCP+R credit.
2. **Shelter and Other Facility Rentals** - Refunds will be issued with a 20% cancellation fee for rentals cancelled by the participant at least thirty (30) days prior to the reservation date. Cancellations less than thirty (30) days prior to the reservation date will receive a 50% SCP+R credit. Cancellations with less than sixty (60) days prior to the reservation date will receive a 50% account credit. No refund will be issued if cancellation is less than seven (7) days prior to the reservation date. All reservation transfers shall follow the conditions of this policy. Transfers to a lower-priced shelter shall not yield a refund.

Campground – All campground fees are non-refundable, including any unused reservations.

Refund Request

A Refund Request Form must be completed. Form is available at parks.snco.us or by calling 785-251-6800.

Send completed forms to:

Shawnee County Parks + Recreation
Attn: Accounts Receivable
3137 SE 29th St
Topeka, KS 66605-1885

Or via email:

prrefunds@snco.us



REFUND REQUEST FORM

It is the intention of Shawnee County Parks + Recreation (SCP+R) to offer a refund or SCP+R credit for participants who qualify and meet the requirements. All refunds will be issued via check in accordance with the County's Treasurer's bill paying schedule. There are no cash refunds.

DATE: _____
ACCOUNTHOLDER NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____

PROGRAM/RESERVATION INFORMATION

PARTICIPANT NAME(S) _____
PROGRAM/RESERVATION _____
START/RESERVATION DATE _____ FEE PAID _____
REASON FOR REFUND _____
_____ CHECK _____ SCP+R CREDIT
SIGNATURE _____ DATE _____

Refund processing takes approximately 10-14 business days.

Send completed forms to: Shawnee County Parks + Recreation
Attn: Accounts Receivable
3137 SE 29th St
Topeka, KS 66605-1885

or via email: prrefunds@snco.us

parks.snco.us

----- *TO BE COMPLETED BY STAFF* -----

PROGRAM/RESERVATION INFORMATION

PARTICIPANT NAME(S) _____

PROGRAM/RESERVATION _____

START/RESERVATION DATE _____ FEE PAID _____

_____ 80% REFUND: CHECK _____ SCP+R CREDIT _____

_____ 50% SCP+R CREDIT

_____ OTHER REASON _____

SUPERVISOR
APPROVAL _____ **DATE** _____

SUPERINTENDENT
APPROVAL _____ **DATE** _____

___ *TO BE COMPLETED BY ACCOUNTS RECEIVABLE STAFF* ___

TRANSACTION DATE _____ CODE _____

DATE SENT TO TREASURER'S OFFICE _____

CHECK NUMBER _____ DATE CHECK MAILED _____

DATE CREDIT APPLIED TO ACCOUNT _____