



Refund Request Form

This form must be fully completed to begin processing

- Once submitted, please allow 2 – 3 business days for review.
- After review, the Member Services Coordinator will contact you regarding the status of your request.
- If the request is approved, a refund will be processed via the original payment method.
- Do NOT submit financial or credit card information via email or the form below.
- Provide as much information as possible. Please do not resubmit previously submitted requests.
- Issued credit for future use cannot be refunded.
- Denied refunds may not be appealed.

*All approved refunds must be claimed with 30 days of notification. After 30 days, unclaimed refunds are no longer valid.

Name _____ Email _____

Phone Number _____

Membership Type (annual, monthly, etc.) _____ Refund Request Amount
\$ _____

Reason for Refund (i.e. why?)

Member Signature _____

FOR OFFICIAL USE ONLY

Date Received	Manager Contacted	Manager Decision	Patron Contacted	Refund Complete (if applicable)