

REFUND POLICY

Refunds will be granted if the following guidelines are met:

Adult Sports

A full refund will be given prior to the current season schedule posted on the City of Santa Clarita's Adult Sports website and/or the schedule sent out to the team manager. A \$50 administrative fee will be applied after the season schedule has posted. Refunds will not be granted after the second game of the season.

Aquatics Memberships

Refunds for Aquatics membership passes will be prorated from date of purchase or prorated based on number of visits used. A \$14 administrative fee will apply to all refunds.

Camp Clarita

All requests for refunds must be submitted to the Camp Clarita Office on a *Change Form* at least ten business days prior to the week enrolled. For each week refunded, a \$30 charge is withheld. No refunds will be issued after this time. *Change Form* can be obtained and submitted at www.campclarita.com

Classes

A full refund will be given when notice is received by the Recreation Division at least five working days prior to the first scheduled class. Requests received by the Division after the first scheduled class and before the second scheduled class will be refunded and assessed a \$14 administrative fee. No refunds will be issued after the second scheduled class.

Primetime Preschool

Prior to the beginning of the school year, notification must be received by the Primetime Preschool office before the second scheduled class to receive a full refund minus a \$50 administrative fee. Once the school year begins, notification must be received by the Primetime Preschool office by the 15th of the month prior to dis-enrolling in order to allow the office to fill the spot. Tuition fees already paid for the current month are non-refundable and pro-rated refunds will not be issued for days missed. A \$50 administrative fee will apply to all refunds processed. If a parent has paid in full for the entire school-year in advance, any remaining months will be refunded. All requests for withdrawals must be submitted to the Primetime Preschool office on the *Withdrawal Form* located on the Primetime Preschool website (www.santa-clarita.com/primetimepreschool) under the Parent's Corner tab.

Youth Sports League

A full refund will be given prior to player's assessments. A \$14 administrative fee will be applied once teams have been formed. Refunds will not be granted after the second game of the season.

Workshop, Youth Sports Clinic/Camps and Trips/Tours

A full refund will be given when notice is received by the Recreation Division at least five working days prior to the date of the workshop, youth sports clinic/camp, trip/tour. No refunds will be issued after this time.

Material fees are non-refundable.