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Approved by: Board of Selectmen

Town of Richmond Recreation Refund Policy

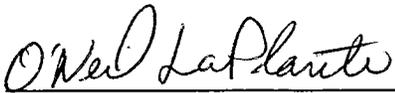
The Richmond Recreation Committee seeks to provide high quality program opportunities for leisure time activities for all Richmond residents. The user fees that are collected through these programs go directly toward the cost of operation. This allows us to keep our rates fair and reasonable while still delivering a high quality product. In many cases, expenses are incurred prior to the start of a program. Below is the Town's registration policy and refund policy.

Registration:

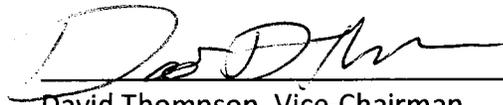
1. Registration and payments can be accepted for programs in the following manner:
 - a. At the Town Office during normal business hours
 - b. By mail to the Town Office – 26 Gardiner St., Richmond ME 04357
 - c. Placed in the drop off box at the Town Office.
 - d. At special events held by the Recreation Committee.
2. Payment options are as follows:
 - a. Cash, check and credit card payments
 - b. Fee payment plans
 - c. Scholarships are available for some programs

Refunds:

1. If we cancel a program for any reason, all fees will be refunded.
2. If you choose not to participate after sign-up:
 - a. If uniforms have not been ordered, you will receive a 50% refund
 - b. If uniforms have been ordered, you will not receive any refund
3. All refund requests will be considered on a case-by-case basis.
4. All monies approved for refunds, regardless of payment method, will be issued by check from the Town Office. Please allow approximately 3 to 4 weeks for checks to be issued.



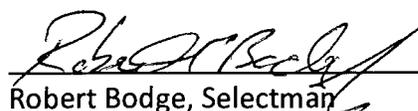
O'Neil LaPlante, Chairman



David Thompson, Vice-Chairman



Gary Poulin, Selectman



Robert Bodge, Selectman



Ryan Chandler, Selectman