



TOWNSHIP OF WARWICK

Administration Building 1733 Township Greene, Jamison, PA 18929-1621

phone: 215/343-6100
fax: 215/343-4407
www.warwick-bucks.org

POLICIES AND PROCEDURES

REFUNDS

Warwick Township Parks and Recreation Department's policy on Refunds is as follows:

- Refunds will only be made if cancellation occurs two weeks prior to the start date of event. Refund will be less a \$25 administrative fee.
- ALL REFUNDS WILL NOT BE PROCESSED UNTIL A REQUEST FOR REFUND FORM IS FILLED OUT ENTIRELY AND RECEIVED BY THE PARKS AND RECREATION DEPARTMENT.
- Refunds are made by check for cash or check transactions within four weeks of receipt of the Request for Refund form.
- Refunds are made back to the credit card for credit card transactions upon receipt of the Request for Refund Form.
- No refund will be made after the two week prior to the start date unless a medical emergency arise at which point documentation would be required. This refund would be minus the \$25 administrative fee.

Approved by the Board of Supervisors on September 3, 2013.