### Reston Community Center Cancellation/Refund Request

#### CLASS, CAMP, PASS AND TRIP CANCELLATION/REFUND REQUEST

- No refunds are given for any class, camp, pass or trip with a fee of $10.00 or less.
- Refunds will be issued to original credit card or by check from Fairfax County if original payment was cash or check.
- Refund checks will be issued by Fairfax County in 4-6 weeks.
- Refund requests received on or after the class, camp or trip begins will not be honored.

#### Class and Camp Cancellation Policy

- Written refund requests received 14 days or more prior to the start of a class or camp will receive a full refund less a 20% processing fee.
- Refund requests received less than 14 days before the start of a class or camp will be granted (less a 20% processing fee) only if another registration is received in its place.

#### Trips Cancellation Policy

- Written refund requests received 14 days or more prior to the start of a trip will receive a full refund less a 50% processing fee.
- Refund requests received less than 14 days before the start of a trip will be granted (less a 50% processing fee) only if another registration is received in its place.

#### Pass Cancellation Policy

- Refunds for a pass will be prorated to the purchase date and then subjected to a 20% processing fee.

### MEETING ROOM RENTAL CANCELLATION/REFUND REQUEST

Refunds will be issued according to the following schedule:

- More than 21 days before the scheduled reservation: 80%
- 14-21 days before scheduled reservation: 50%
- Less than 14 days before the scheduled reservation: 0%
- Refunds will be issued to original credit card or by check from Fairfax County if original payment was cash or check.

### I HAVE READ AND AGREE TO THE REFUND TERMS LISTED ABOVE

**SIGNATURE:** ____________________________  **DATE:** ________________

### RCC PROGRAM USE ONLY

Refund Approved: ☐ Yes ☐ No
If no, why: ____________________________
Total Amount: $_____

**RCC Staff:** ____________________________  **Date:** ________________

**MAIL REFUND REQUESTS TO:**
Reston Community Center Hunters Woods
2310 Colts Neck Road • Reston, VA 20191

**FAX REQUESTS TO:**
Class, Camp, Trip, Pass: 703-476-2488
Aquatics, Pass: 703-476-0563
Meeting Room Rentals: 703-476-2488