



Refunds and Credits Policy

1. Only issued by the Cedar Springs Area Parks and Recreation Director and in writing.
2. Written documentation from the requesting party must be presented to validate the reasoning for any refund or credit. Possible reasons for credits include family medical emergency, death of an immediate family member, or jury service.
3. If for any reason the Cedar Springs Area Parks and Recreation department cancels any program, the best efforts will be made to provide a make-up session. If a make-up cannot be scheduled, credits may be given accordingly at the discretion of the director.
4. Credits should be approved by the director before the program begins.
5. Any credits issued will be valid for the next session only, unless approved by director for extenuating circumstances.