



## **PROGRAM REFUND REQUEST FORM**

Refunds for registered programs and presentations are issued for medical reasons only. The refund request, along with a doctor's note, must be received by the WSAC Program Department prior to the class start date in order to be considered.

**Members: Please complete page 1 of the form and provide to the Program Department.**

<b>DATE</b>	
<b>NAME</b>	
<b>PHONE NUMBER</b>	
<b>REASON FOR REQUEST</b>	
<b>PROGRAM NAME</b>	
<b>PROGRAM DATES</b>	
<b>DATE THAT PROGRAM WAS ORIGINALLY PURCHASED</b>	
<b>METHOD OF PAYMENT WHEN THE PROGRAM WAS PURCHASED</b> (If the program was paid for by credit card, please include the <i>last 4 digits of the card number</i> so that the payment can be refunded to the card.)	



Westend Seniors Activity Centre  
www.weseniors.ca

**OFFICE USE ONLY**

**REFUND DENIED**

**Member Contacted:**

**REFUND APPROVED**

TASK	STAFF INITIAL
Medical Note Confirmed	
Registration in Program(s) Confirmed	
Payment for Course(s) Confirmed	
Original Transaction Date	
Original Method of Payment	
Original Payment Amount	
Total Approved Refund	
Unregistered from My Seniors	

**REFUND PROCESSING**

**Financial Refund Process Date:** \_\_\_\_\_

**Financial Refund Process Method:**

Square    Petty Cash    Cheque Request to Kathy    PayPal (Via Office Manager)

**Receipt Provided to Member** \_\_\_\_\_

**Refund Process Completed – Date:** \_\_\_\_\_ **Staff's Initials:** \_\_\_\_\_