



Membership/Program Withdrawal Request

In order to withdraw from a program and receive a refund or YMCA credit on your account, this form must be completed and returned prior to the start of the session. Requests received after the session starts will need a medical documentation for a refund or credit. Refunds and credits will first be applied to any outstanding balance owed to the YMCA. YMCA credit will appear on your account and may be used by you or immediate family members. Please allow 7 days for credits and 4-6 weeks to receive your refund. Credit must be used within one calendar year.

Requestor Name: _____ Payer Name: _____
Mailing Address: _____
City: _____ State: _____ Zip _____ Phone #: _____

Membership Withdrawal Policy

A full refund will be issued in the first 30 days. After 30 days, membership fees not on a month to month basis are prorated (Joining fee is non-refundable). For monthly EFT members, an EFT Cancellation Form must be completed and requires 30 days notice to terminate

Program Withdrawal Policy

- More than 7 days before session starts: full credit
- Cancel 7 days or less before session starts: 50% credit
- After session starts: no credit given without medical documentation or doctor note
- Credit/refunds will not be give if participant moves, has lack of interest or lack of use
- Credits/refunds are not approved until the Department Director and Executive Director sign off on the request form

Membership:

Name of Participant: _____ Birth Date: _____
Membership Type: _____ Amount Paid (attach receipt): _____
Requested amount: _____ Date paid: _____ Cancel membership? ___ yes ___ no

Program:

Name of Participant: _____ Birth Date: _____
Session: _____ Class Name: _____ Day(s) & Time: _____

How would you like to receive your credit: ___ Credit on YMCA account (valid for 1 year) ___ Refund

Note: Payments made via credit card will automatically be refunded to the original credit card. Checks will be mailed on Friday mornings.

Refunds and credits will be applied to any outstanding balance owed to the YMCA before they are issued. If a credit/refund is approved, they will be prorated based upon participation. Refunds and credits will not be issued for class cancellation due to inclement weather, acts of God, etc.

Signature

Date

For Office Use Only

Director Approval _____ Date _____ G/L _____ Amount _____

Comments _____

Finance Director

Date

Executive Director

Date