

**Shadow Brook Swim Club
Swim Lesson Refund Request Form**

Date Form Submitted: _____

You must cancel two weeks prior to lesson start date to receive a full refund.

Lessons can be rescheduled prior to lesson start date if there are available times.

If you wish to request a full or partial refund for a session either before or after that date, please fill out this form and email it to shadowbrooklifeguards@gmail.com . . . AND . . . president@shadowbrook.org. Your request will be considered by the Shadow Brook Board at its next regularly scheduled Board meeting. Please complete a separate form for each child.

Parent's / Guardian's Name: _____

Child's Name: _____

Address: _____

Phone: _____

Email: _____

Lesson Payment Method (circle one): Condo Control or Check

Amount: \$ _____ if by Check: check # _____ check date: _____

Dates of Lessons to be Cancelled: _____

Type of Lessons (circle one): Private or Group Refund Amount Requested: \$ _____

Reason for Cancellation Request: _____

Parent / Guardian Signature: _____ Date: _____

To be Filled Out by SBSC with a copy emailed to applicant

SBSC Confirmation of Receipt of Request by:

Title: _____ Signature: _____ Date: _____

Date of next Regularly Scheduled Shadow Brook Board meeting: _____

Refund: Approved or Denied Date: _____ Refund Amount: \$ _____

Date Refund Processed: _____ via Condo Control or Check (mailed)