**Town of Selma Parks & Recreation**
**Athletic Refund Policy**

**Purpose**

The purpose of this refund policy is to establish clear guidelines and procedures for obtaining refunds for programs, sports, and other events managed by the Selma Parks & Recreation Department. Refunds will be evaluated and approved on a case-by-case basis at the discretion of Parks & Recreation staff. In some cases, refunds may be issued as credits toward future programs or events rather than monetary refunds.

**Refund Policy Guidelines**

1. **Program or Event Cancellation by the Town:**
If an athletic program is canceled by the Town due to insufficient registration or other operational issues prior to the start of the season, all registered participants will receive a full refund.
2. **Refunds After a Program or Season Has Begun:**
	* If the program has started, uniforms or supplies have already been ordered, and fewer than **half of the scheduled activities or games** have occurred, parents/guardians may request a refund for the amount remaining, after deducting the costs of uniforms or supplies.
	* No refunds will be issued if more than half of the activities or games have taken place.
	* Refunds will not be issued once a season has been completed.

An **online refund request** must be completed for all refund requests.

1. **Refund Request Submission:**
To request a refund, parents/guardians must submit a **Refund Request Form**, available on the Selma Parks & Recreation Department website. Refund requests for circumstances not explicitly outlined in this policy must be submitted prior to processing or consideration.
2. **Cash Refunds:**
No cash refunds will be provided under any circumstances. Refunds will be processed in the original payment method, where feasible. Refunds by check will be mailed to the parent that the child is registered under for that sport.
3. **Parent/Guardian Responsibility:**
Parents/guardians are responsible for ensuring their contact information is current in the RecDesk system. Failure to maintain accurate contact information may delay or affect refund processing. Refunds will be issued to the person/account that the child was registered under.
4. **Participant Removal or Suspension:**
No refunds will be issued if a participant or parent/guardian is removed or suspended from a program, sport, or event due to behavioral issues, policy violations, or other related reasons.

**Acknowledgment**

By enrolling in any program, sport, or event managed by Selma Parks & Recreation, parents/guardians acknowledge that they have read, understood, and agreed to the terms of this refund policy.