



REFUND POLICY

PROGRAM REFUND AND TRANSFER POLICY

- All refund/transfer requests will be charged a \$10 administrative fee and will only be granted prior to the second day of class. Requests will be granted if it does not result in a drop below minimum enrollment.
- Refund requests at least 3 business days prior to the start of a program will receive full refund less administrative fee.
- Less than 3 business days prior to the start of the program, refund will be 50% of registration less administrative fee.
- Transfer requests made at least 3 business days prior to the start of a program will be charged a \$5 transfer fee. Less than 3 business days prior to the start of a program, a \$10 transfer fee will be charged. Transfer requests after the first day will incur a \$10 transfer fee, in addition to a charge for the first day.
- If a program fee is \$10 or less, no refund or transfer will be issued unless program is canceled by the City of Farmington Hills.

CAMP & TOUR REFUND AND TRANSFER POLICY

- All refund requests will be charged a \$10 administrative fee and will only be granted prior to the second day of camp.
- Refund requests at least 2 weeks prior to the start of camp will receive full refund less administrative fee.
- Less than 2 weeks prior to the start of camp and prior to the start of the second day, refund will be 50% of registration less administrative fee.
- A \$5 transfer fee will be charged for each transfer prior to the start of camp. After first day of camp, a \$10 transfer fee will be charged, in addition to a charge for the first day.

YOUTH CENTER FIELD TRIPS POLICY

- Refunds will be given only if a field trip is canceled. All efforts are made to reschedule canceled field trips. If field trip is missed due to absence, no credit will be issued and transfers are not permitted.

**For purchases made by credit card, please allow four business days for a credit card refund. For purchases made by cash or check, please allow three to four weeks for a check refund.*

Release & Indemnification

By submitting this registration, I hereby hold harmless and release and agree to indemnify and not to sue the City of Farmington Hills and its employees and instructors with respect to any and all liability, claims, losses, demands, suits, causes of action, and damages on account of injury or death to me or any other person or damage or loss to any property, whether caused by any negligent, grossly negligent or tortious act or omission of the City of Farmington Hills or its employees or instructors or otherwise, in connection with the events, activities, programs and classes identified above, or the use of any facility or equipment in connection with same.

Photo/Video Authorization

By submitting this registration, I hereby give my consent for the City of Farmington Hills to use, without compensation to me or anyone else, photographs and video and audio recordings of myself and my minor children, if any, participating in the events, activities, programs and classes identified above in future City of Farmington Hills community brochures, newsletters, flyers, advertising, City- sponsored website and social media postings, and local cable channel programming.