



COVENTRY PARKS AND RECREATION

Email: parksandrecreation@coventryri.gov

REGISTRATION REFUND REQUEST FORM

All requests for refunds regarding registration fees will be reviewed by the Coventry Parks and Recreation Director.

Anyone requesting a refund or a transfer of programs should submit this form to the Coventry Parks and Recreation Department by email, by dropping it off in person or mailing it in. Refunds will be considered on a case by case bases. Submittal of a request DOES NOT GUARANTEE approval. The Coventry Parks and Recreation Director reserves the right to refuse a refund request for any reason.

DATE OF REQUEST: _____

REQUESTOR'S NAME: _____

ADDRESS: _____

CITY: _____

ZIP CODE: _____

PHONE: _____

E-MAIL: _____

PROGRAM NAME/DATES: _____

PARTICIPANT'S NAME: _____

**Has the participant attended
any sessions? If so, how many:** _____

REASON FOR REQUEST: _____

SIGNATURE: _____

DATE: _____

Administrative Action: Approved Denied

Parks & Recreation Director

Date

COMMENTS: _____

