



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTH SUBURBAN YMCA

2705 Techny Road

Northbrook, IL 60062

www.nsymca.org

Phone: 847-272-7250

Program Withdrawal Request

In order to withdraw from a program and receive a check refund and/or YMCA credit (voucher), this form must be completed and returned prior to the start of the session. **Refunds and credits (vouchers) will be applied to any outstanding balance owed to the NSYMCA before they are issued.** YMCA credit (vouchers) will appear on your account and may be used by you or immediate family members. Please allow 7 days for credit (vouchers) and 4-6 weeks to receive your check. Credit (vouchers) must be used within one calendar year. Check refunds will be made payable to the participant or their parent.

Withdrawal Policy

- A refund of all fees will be given if a withdrawal form is properly submitted to the NSYMCA before the session begins.
- Any cancellations after the session begins will forfeit all fees paid to date.
- A prorated refund will be granted for medical issues with a note from a doctor.
- Refunds will be given either by check or NSYMCA credit (voucher) on account to be used within 1 calendar year. Please allow 7 days for credit (vouchers) and 4-6 weeks to receive your check. Credit (vouchers) must be used within one calendar year. Refunds are non-transferable and not redeemable towards membership.

Private Swim Lessons must have Director approval before processing.

School Days off/Winter Camp withdrawals will be issued a credit only if withdrawal is received more than 48 hours before program.

To be completed by Program Participant or Parent:

NAME OF PROGRAM PARTICIPANT: _____ MEMBER # _____

Session: _____ Class Name: _____ DAY & TIME: _____

Session: _____ Class Name: _____ DAY & TIME: _____

Reason for withdrawal from class(es):

Schedule Conflict
 Transfer to a different class (list class) _____
 Dissatisfied with Program
 Medical (must provide doctors note)
 Other _____

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

If requesting a check refund, to who should the check be payable: _____

There are no refunds given on material fees. **Refunds and credits (vouchers) will be applied to any outstanding balance owed to the NSYMCA before they are issued.** YMCA credit (vouchers) will appear on your account and may be used by you or immediate family members. **Please allow 7 days for credit (vouchers) and 4-6 weeks to receive your check.** Credit (vouchers) must be used within one calendar year. Check refunds will be made payable to the participant or their parent.

Signature of Responsible Party

Today's Date

Office Use Only (If multiple people are on the form, make a copy of the form and highlight per person)

FRONT DESK: Prior to the Sunday before the beginning of the program session- Create the voucher, add the voucher # and complete the next line.

Received Date & Time: _____ Staff Initials: _____ Voucher Amount: \$ _____ Completed _____

PROGRAM DIRECTOR: Required after the session begins

Refund Requested Date: _____ Initials: _____ Approved Amount: \$ _____

GL #: _____ Voucher: # _____

If this is a multiple voucher request, please complete the information below.

Voucher Number	Amount	Voucher Number	Amount	Voucher Number	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____