



# Upper Merion Dance & Gymnastics Center, LLC.

421 Feheley Drive, Unit B, King of Prussia, PA 19406  
 Phone 610-731-0022; Fax 610-731-0034  
 umdgc@aol.com; www.umdgc.com

## Credit & Refund Request

### General Policies

- UMDGC owners make the final decision on all requests.
- UMDGC credits do not expire, may be transferred to other participants, and cannot be changed in a refund. Credits will only be used when UMDGC is notified to use them (i.e. they are not automatically applied).
- Refunds, if approved, are issued by check within 30 days of UMDGC receiving the request.
- Prorating for withdrawal begins on the day after this form is received by UMDGC.

### Process

- If you registered through a park & recreation department and are:
  - *withdrawing*, you must request the credit or refund directly from the park & rec following the department's policies.
  - *missing a class or day of camp*, submit this form to UMDGC.
- All credit and refund requests must be in writing; no request will be accepted over the phone for any reason. This form may be faxed, put into one of the gray drop boxes at UMDGC, given to a front desk staff member, or attached to an email.
- If UMDGC receives this request form before or within 24 hours of the first class or 12 hours of the first day of camp, you are eligible to receive a full refund or full credit.

### Missed Class Credit Specifics

- Email requests containing all pertinent info will be accepted for missed class credits only.
- Maximum of 3 missed class credits will be issued per person per class per session or per camp week.
- All requests must be received within two weeks of the missed class (2 days of missed camp day) or no credit will be issued.
- No refunds or make-ups are permitted for missed classes/days of camp.

### Rates

- Any discounts applied at time of registration will be applied to the rates below.
- Private group classes receive credits/refunds at the rate listed on the original registration form.

Program Type	Missed Class/Camp Day, Notified before class starts	Missed Class/Camp Day, Notified after class starts	Withdrawing from Program, per remaining day
Gymnastics class	\$15.00 credit	\$7.50 credit	\$15.00 credit or \$7.50 refund
Private group classes	See registration form for credit amount	½ of credit amount listed on registration amount	½ of credit amount listed on registration form
Dance class	\$12.00 credit	\$6.00 credit	\$12.00 credit or \$6.00 refund
Full-day camp	\$25.00 credit	\$12.50 credit	\$25.00 credit or \$12.50 refund
Half-day camp	\$20.00 credit	\$10.00 credit	\$20.00 credit or \$10.00 refund

### Request Form

Circle one:     Credit    or     Refund (not applicable for missed classes)

Participant's Name: \_\_\_\_\_ Class code: \_\_\_\_\_

If requesting a credit for missed class - date of missed class: \_\_\_\_\_

If withdrawing – reason for withdrawing, to whom the check should be payable to, and address to mail to:

\_\_\_\_\_  
 \_\_\_\_\_

Requester's Signature: \_\_\_\_\_

### UMDGC Staff Only

#### Time of receipt:

Staff Initials: \_\_\_\_\_  
 Stamp of Date Received: \_\_\_\_\_

#### When credit/refund issued:

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Check #: \_\_\_\_\_