



Registration Refund Policy

Full refunds will be given for any Recreation program postponed, rescheduled or cancelled by Coquille Parks and Recreation.

Participant requests for refunds must be submitted in writing to the Assistant Director of Coquille Parks and Recreation. The amount of refund, if any, will be based on the date of request, cost associated with participation, and reason for withdrawal. Coquille reserves the right not to issue any refund once program/season starts. All refunds are subject to a \$5 processing fee.

Email/letter must include the following information:

1. Parent's name
2. Primary Account Holder's Name
3. Athlete's Name
4. Reason for withdrawing from sport
5. Date

Once the refund is approved, the business office will issue refund checks on the 1st and 15th of each month. The Primary Account Holder will be notified via email when the check has been mailed.

Refunds are mailed to the address listed on the account. Coquille Parks and Recreation is not responsible for undeliverable mail. Any returned checks will be kept in the office for in-person distribution.

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