

KEY FOB RETURN

Please submit completed refund request form to recreation@northvilletownshipmi.gov or return to:
Northville Parks and Recreation, 775 N. Center St. Northville, MI 48167

ACCOUNT HOLDER: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP CODE:** _____
PHONE #: (_____) _____ - _____

Is this address different than the one listed on your account? Yes No

REASON FOR RETURN

- Moving
 No longer needed
 Other: _____

KEY FOB #: _____

DOG PARK REFUND POLICY:

Dog park key fob are eligible for a \$10 deposit refund and will only be refunded via check from Northville Township.

GENERAL REFUND POLICY: *(Refer to NP&R Policy 7.5.001 for additional activity-specific refund questions.)*

- All refund requests, including any programs registered for online, must be requested in writing. Refunds submitted after 4:30 pm on the date registration closes will be considered the next business day and will be subject to the timelines listed below.
- Refunds may take four to six weeks to be fully processed.
- Programs will not be prorated due to missed dates on the participant's behalf.

CUSTOMER SIGNATURE: _____ **DATE:** _____

(Written request required; include customer email if request is not taken in person.)

FOR OFFICE USE ONLY		
Refund Amount	Approved By	Date Approved
Attached Documents <i>(If applicable)</i> <input type="checkbox"/> Original Receipt <input type="checkbox"/> Refund Receipt <input type="checkbox"/> Email Request		Sales Receipt #
Processed By		Date Processed