

# KEY FOB RETURN

Please submit completed refund request form to [recreation@northvilletownshipmi.gov](mailto:recreation@northvilletownshipmi.gov) or return to:  
Northville Parks and Recreation, 16225 Beck Rd, Northville, MI 48168

**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		
<b>Refund Amount</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>Attached Documents (If applicable)</b> <input type="checkbox"/> Original Receipt <input type="checkbox"/> Refund Receipt <input type="checkbox"/> Email Request		<b>Sales Receipt #</b>
<b>Processed By</b>		<b>Date Processed</b>