



Leisure and Culture Department
1335 chemin du Bord-du-Lac-Lakeshore
Dorval, Québec H9S 2E5
Phone: 514 633-4000
Email: lc@ville.dorval.qc.ca

Reimbursement Form | Courses and Activities

Registered person

Name _____ Surname _____

Phone _____ Email _____

Address _____

Information on the course

Course name _____ Course Code _____

Session _____ Group _____

Reason for the Request

Please choose your preferred reimbursement method. Please allow 4 to 6 weeks to process your request.

- ☐ Credit in the account
- ☐ Reimbursement on the credit card used during the payment
- ☐ By cheque

Refund Policy

- Only written requests, received at one of the Leisure and Culture Department’s service points or emailed to lc@ville.dorval.qc.ca, will be considered.
- Administration fees of \$11.50 (taxes included) will be withheld for *each* cancelled course.
- A pro rated reimbursement will only be allocated before the 4th class.

Refund Policy for Medical Reasons

- To receive a reimbursement after the 4th class, a medical note must be presented.

Signature Date

Section Reserved for the Leisure and Culture Department

Request received by:

Name _____

Date _____

Request approved by:

Name _____

Signature _____ Date _____

Reimbursement:

Cost of the course _____

Administration fee _____-\$11.50

Prorated fee _____

Balance for refund _____