



DORVAL

Service des loisirs et de la culture  
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 4<sup>th</sup> class.

### Refund Policy for Medical Reasons

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

\_\_\_\_\_  
Signature Date

### Section Reserved for the Leisure and Culture Department

<i>Request received by:</i>	<i>Reimbursement:</i>
_____	Cost of the course _____
Name _____	Administration Fee _____ -11,50 \$
Date and time : _____	Prorated Fee _____
	Balance for Refund _____

*Request approved by:*

\_\_\_\_\_  
Name \_\_\_\_\_  
\_\_\_\_\_  
Signature Date