

# VILLAGE/TOWN OF MOUNT KISCO

## MOUNT KISCO RECREATION COMMISSION

Westchester County, New York

104 Main Street

Mount Kisco, NY 10549

*Fax*  
(914) 864-0028

*Telephone*  
(914) 666-3059

### REFUND POLICY

- A full refund will be issued for any program cancelled by the Recreation Department.
- No refunds will be approved for permits or trips.
- Requests for refunds will be approved when received in writing directly to the Superintendent of Recreation and received in the Recreation Department Office at least fourteen (14) days prior to the first class/session. A 10% administrative fee will be charged.
- Request received fourteen (14) to seven (7) day prior to the first class/session will be given a 50% refund.
- No refunds will be considered if requested later than seven (7) days prior to the first class/session or once the program has begun.
- All approved refunds will follow the Village/Town of Mount Kisco Finance Department's bill payment schedule.