

DAUPHIN DOG TRAINING CLUB CLASS REFUND POLICY & FORM

If you need to remove your dog from class, you will need to fill out the form below and follow the directions for either a refund or class credit. This also pertains to handlers that are unable to attend classes.

Dogs unable to attend classes before the 3rd week of classes will receive a refund. If you paid by Dauphin Rewards you will receive a refund of Dauphin Rewards. All others will be refunded a check.

Dogs that are unable to attend classes from the 3rd week on will receive a class credit that can be redeemed for 1 year after issue.

- 1.) Have your instructor sign-off on the form to verify your attendance.
- 2.) Fill out the form completely.
- 3.) Mail the completed form to the Registrar for the class – Obedience or Agility.
- 4.) The Registrar will verify and notify you.

Refund form must be completed and received before the end of current class session. Failure to follow this procedure will delay or void your refund. This is ONLY for class refunds – does not include seminars and mini sessions.

A separate form must be filled out for each class and dog.

CLASS REFUND FORM – Please Print

Name: _____

Address: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Dog(s) Name: _____

Class(es) withdrawing from: _____

Reason for withdrawing: _____

****Please attach a separate sheet if not enough space for reason and note above.****

Instructor: _____ Instructor's Signature: _____

Class: _____ Class(es) Attended: _____

Any notes: _____

Mail to:

Sallie Jordan – **Obedience Registrar**
65 March Circle
Winfield, PA 17889

Carolyn Dumaresq – **Agility Registrar**
1370 Northview Lane
Harrisburg, PA 17112

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_____ Cash Refund Approved, Amount \$ _____

_____ Class Credit Approved, Amount _____

_____ Refund Request Denied

Authorized: _____ Date: _____