

Subject:  
**Refunds**

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Revised: 9/23/08

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**Policy:**

Refunds for programs ~~and/or rentals~~, requested fewer than 7 business days prior to the start date will be provided only for documented medical reasons or as a result of a significant family emergency, except as stipulated in the “Infectious Disease and Public Health Emergency Plan and Policies.”

Refunds for facility rentals requested fewer than 30 business days prior to the start date will be provided only for documented medical reasons or as a result of a significant family emergency, except as stipulated in the “Infectious Disease and Public Health Emergency Plan and Policies.”

For each refund issued, a processing fee may be charged.

**Applicability:**

This policy applies to all requests for refunds from any program participant or facility user. This does not apply to the District lodging rental program.