

General Information

- Please visit cityofvermilionohio.gov or contact the Vermilion Recreation Department at 440-204-2421 for transfer, refund, credit, or cancellation questions.
- Credit Card Refunds- Any refund or payment originally made with credit card may be refunded directly to the card used for payment less any administrative or bank fees that apply.
- Refund checks when applicable will be issued by the City of Vermilion Finance Office and mailed to the patron. Refunds may take 3-4 weeks to process. No cash refunds will be issued at any time.
- Refund requests \$20.00 and under may ONLY receive a 100% credit for future use. This immediate refund method will allow for the credit to pay for future classes, memberships, programs, rentals, or admissions.
- Overcharges shall be refunded at 100% or in the form of 100% credit.

Request for Refund Form

Name: _____ Phone: _____

Full address: _____

Name of participant: _____

What program or facility with reason: _____

Signed by person requesting: _____

For Finance Office Use Only

APPROVED AMOUNT: _____ Todays Date: _____ STAFF: _____