



Recreation Program Registration & Cancellation Policy

Recreation Program Registration

Register Online: www.burlingtonwa.gov/parksandrec

Give us a Call or Pay us a Visit: Burlington Parks & Recreation Business Office
900 E. Fairhaven Avenue (East Entrance)
Burlington, 98233
360-755-9649
Monday-Friday, 8:00 AM–5:00 PM

- Payment is required at the time of registration.
- Accepted forms of payment are Visa, MasterCard, Discover; Cash; Checks payable to B.P.R.
- Program sizes are limited and are filled on a first-come, first-served basis.
- Programs may be cancelled due to insufficient registration or inclement weather. A reschedule may be offered if a program is cancelled due to inclement weather. If a reschedule is not feasible, a refund for a single program or pro-rated refund for multi-day program will be offered.
- The registration deadline for a program is considered to be 7-days prior to the start date of the program unless stated otherwise in the program's description. Late registrations may be accepted after the deadline at the program coordinator's discretion.

Discounts

- “Multiple Child/Person” discount: A discount may be offered to households registering more than 1 participant in a program. The discount would be available for participation in *designated programs only*.

Cancellations, Refunds

- Cancellation requests received prior to registration deadline* Full Refund minus \$10
- Cancellation requests received after registration deadline* No Refund
- Participants who no-show for program No Refund
- Cancellation requests with extenuating circumstance Full Refund minus \$10 and unrecoverable expenses
- A full refund will be given to participants if Burlington Parks and Recreation cancels a program.
- Participant cancellation requests must be received by Burlington Parks and Recreation in writing.
- * The registration deadline for a program is considered to be 7-days prior to the start date of the program unless stated otherwise in the program's description. Late registrations may be accepted after the deadline at the program coordinator's discretion.

Reimbursements

- As predetermined by program policy, persons who complete a recreation program as a volunteer Head Coach or in another *designated* volunteer role shall be eligible to receive refund of a paid registration fee. The refund will be limited to the registration fee of 1 participant per team/program up to a maximum of 2 teams/programs per coach/volunteer per season.