

TRANSFER REQUEST FORM

(Please print clearly)

TRANSFERS ARE ACCEPTED IF SPACE IS AVAILABLE

Family Information

Parent/Guardian Name: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____
Home # Work #

From this Course/Membership

Participant's Name: _____

Course/Membership Name: _____ Barcode: _____

Course Day _____ Course Time _____
Membership Start Date

Cost \$ _____

To this Course/Membership

Participant's Name: _____

Course/Membership Name: _____ Barcode: _____

Course Day _____ Course Time _____

Cost \$ _____

Signature: _____ Date: _____

OFFICE USE ONLY

Received By: _____ Date: _____
MM DD YY

Staff Initial:  Date: _____

Transfer Policy

Participants transferring from a program for the first time in the session, there will not be an administration fee to process the transfer. However, there will be a **\$16.00** administration fee per request per participant after the first initial transfer.

If a transfer is requested after the programs have began, the transfer will be prorated from the time the transfer request is received in WRITING, which can be done by fax, mail, email or in person. Balance on account resulting from a transfer MUST be paid within 48 hours either online or in person at the Whitchurch-Stouffville Leisure Centre.

No transfer will be granted:

- after week 3 of a program
- for sessions not attended due to illness, weather, emergency or closures due to maintenance

Transfer Policy for Advanced Aquatic Courses

Transfer requests for aquatic leadership courses must be received in WRITING at least seven (7) days prior to the start of the first class. The reason is all these courses require a certain number of participants and cannot run if they don't reach the minimum. Also, these courses require 100% attendance, customers cannot register for the courses once the classes have begun and therefore the waitlist cannot be used to fill the vacancy. If appropriate notification is not received, transfer requests will not be accepted, and NO refund will be issued.

Need Additional Information?

Please contact the reception staff at the Leisure Centre if you require clarification or need more information about our refund policies 905-642-PLAY (7529).

Completed forms can be dropped off at the Whitchurch Stouffville Leisure Centre or emailed to leisure.services@townofws.ca or faxed to 905-642-3940