



Request for: Credit Voucher

Credit Requests must be submitted within the session dates for which the request is made. Prior session credit requests will not be accepted.

Filling this form out does not guarantee approval of a YWCA Credit Voucher.

1. YWCA Policy on Credits are listed herein, in the Catalogue, website and at the Front Desk. Please read them before completing this form.
2. Filling out this form does not guarantee a Credit Voucher.
3. YWCA Membership is non-refundable.
4. Credit Vouchers are available for 9 months from issue date, or they are forfeit.
5. A fee is assessed for processing credits.

Name of Participant _____

Name of Parent/Guardian _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Department _____

Class Name _____ Code _____

Reason for request: (medical attached Y/N) _____

I have read and understood the information above / back page. _____
Signature Date

FOR OFFICE USE ONLY

Received by _____ Date _____ Original Fee Paid \$ _____

Program Dir _____ Date _____ Adjustments (prorate, etc) - \$ _____

CEO/COO _____ Date _____ Approved Amount \$ _____

Notes:

Credit Approved Amount: \$ _____ Voucher No.: _____ Date Processed: _____

Processing Fee: \$ _____ **Total:** \$ _____

Disapproved, why? _____

Cancellations and Credits Policy

Credit Voucher requests must be submitted within the session dates for which the request is made. Prior session credit requests will not be accepted.

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Cancellations

- The YWCA reserves the right to cancel or modify classes or change instructor assignments. When a class is cancelled due to inclement weather or other unforeseen events, we will attempt to contact all scheduled participants. Be sure to indicate your home, work and alternate phone numbers on the registration form to assist us with timely notification. **There will be no credit for such closings.**

Emergency Closings

- Building closings necessitated by inclement weather or other emergency will be posted on the YWCA web site (www.ywcawpcw.org) and on our telephone answering system.

Credits

- Credit Voucher amount is determined as follows:
 - Within first four weeks of session, 75% of program balance less any processing fee.
 - After four weeks of session, 50% of program balance less any processing fee.
- Participants may request a credit in medical cases or special hardship circumstances.
- Credit Vouchers are good for 9 months from date of issue, are transferable within the participant's immediate family, and may be applied to any YWCA activity.
- Refund and credit request forms are available through your program director and the member services desk (at street level). Completion of application for a credit/refund does not guarantee same.
- A fee may be assessed on approved credits.

CVForm 7.26.16

YWCA Activity Center

515 North Street, White Plains, NY 10605
P 914.949.6227 F 914.949.2021

YWCA Residence for Women

69 North Broadway, White Plains, NY 10603
P 914.428.1130 F 914.428.1439

eliminating racism
empowering women
ywca

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