



2017 -18 Cancelation Policy - PRCS Registration

CASA

Cancellation/Refund Policy:

Cancellation request must be submitted in writing. Please note the registration fee is non-refundable.

Full monthly fee refund: Written request must be submitted two weeks prior to the 1st day of the month to be cancelled.

*For instance: To cancel October services, request must be submitted by September 15; November services, request must be submitted by October 15 etc.)

Partial monthly fee refund: Written request submitted 14 days or less prior to the 1st day of the month to be cancelled, we will charge the daily rate of \$ 16.25

*For instance: October cancellation request received on September 16, full refund is given minus \$16.25; request received on September 17, full refund is given minus \$32.50; request received on September 18, full refund is given minus \$48.75 etc.; the daily rate is up to 20 days we **average** per month.

Please send your written cancellation request to: CASA@loudoun.gov or Fax: 703-771-5383 or Mail: **Attention: CASA, 20145 Ashbrook Place, Suite 170, Ashburn VA 20147.**

YAS

Cancellation Policy:

Cancellation request must be submitted in writing. If you submit a written cancellation request 15 or more days before the start date, a full refund MINUS a 15% administrative fee (maximum of \$15) will be offered. If you submit a written cancellation request 14 or fewer days before the start date, a refund of 50% will be offered. Cancellation requests must be submitted in writing. The request should be dated and sent by email, fax, or mail to: Tabatha.Bradford@loudoun.gov or Fax: 703-771-5383 or Mail: **Attention: YAS, Loudoun County PRCS, 20145 Ashbrook Place, Suite 170, Ashburn VA 20147.**