



Registration & Cancellation Policies

- Late Registration

Registrations may be accepted after a program begins, provided the maximum enrollment has not been met. However, program fees will not be pro-rated. Late fees may be applicable to soccer leagues, t-ball and coach pitch baseball and Labor Day 5K Run & Walk registrations.

- Administrative Fee

A \$5.00 administrative fee will be charged for each registration change or transfer.

- Cancellation Policy

The Leawood Parks & Recreation Department reserves the right to cancel a class. If the program minimum has not been met prior to two business days before the first class meeting, the program will be cancelled. If the participant wishes to withdraw from a class, he or she must do so no less than ten business days prior to the first class to receive a full refund (less the administrative fee). Cancellation fees will not be charged if the class is cancelled by the Leawood Parks & Recreation Department.

- Refund Policies

Full refunds, excluding \$5.00 cancellation fee (for each registration / program / class) will be granted provided notification of cancellation is received ten business days prior to the start of class. NO REFUND will be issued after that time. Does not include facility rentals, swim / dive team and Labor Day 5K Run & Walk. In the event a medical emergency or illness should arise mid-session, a pro-rated refund will be issued provided a doctor's note is received within two weeks of the first missed class. Also provided that 1/3 of the program has not expired.

- Returned Check Fee

The City of Leawood will assess a service charge of \$30.00 for every check returned for insufficient funds.