

TOWNSHIP OF LOWER MERION
Department of Parks & Recreation

REFUND FACT SHEET
PERMITS

A request for a refund/account credit must be done in the following manner:

- A verbal request for a refund must be made to the Office of the Department of Parks & Recreation, 610-645-6220, **before the permit date has occurred or had to be canceled due to inclement weather and cannot be rescheduled.**
- The verbal request must then be followed by a written request for refund, which is to be submitted to the Parks and Recreation Department. Emails are accepted at recreation@lowermerion.org.
- Refund requests **due to weather cancellations** must be submitted **no more than five (5) business days following the scheduled date of the permit.**
- The request must include permit type, date, location and time, the reason for the request and the name and mailing address to whom the refund is to be sent.
- On-line convenience/transaction fees are non-refundable.
- **A \$30.00 administrative fee shall be deducted for all refunds.** Refunds, as a result of being cancelled by the Township are not subject to the administrative fee.

All refunds will be issued from our Finance Department and may take four (4) to six (6) weeks to be processed.