



Request for Refund

HALIBURTON HIGHLANDS WATER TRAILS

This form is only to be completed after the change/cancellation has been completed by either calling the call centre at 1-866-364-4498 or by canceling in person at the HHWT office.

Under extenuating circumstances (member of the camping party is seriously ill, death in the immediate family) campers may be eligible for a refund. Conditions such as weather, high insect populations, etc. do not constitute a valid reason for a refund.

If you feel you warrant a refund, please complete this application for consideration within 6 months of your camping trip and mail to the address below. Please note that each application will be reviewed on its own merit and therefore there is no guarantee that a refund will be approved. A \$6.00 minimum change fee will be applicable for all shortened stays. Refunds of 60% will be issued for cancellation notices given 7 days or more in advance of arrival date and 40% for notices less than 7 days.

Documentation/proof supporting the reason for refund must be attached to this application. The HHWT will respond to you in writing in 4 to 6 weeks from the date of submission to advise if your refund request has been approved or denied.

Name of Registered Camper:	Original Payment made by: (circle one) Visa Mastercard Debit Cheque Money Order Cash
Booking Number:	Amount of Original Payment:
Phone Number:	Number of Nights Reserved:
	Number of Nights Used:
Mailing Address:	Amount Refunded at HHWT Office/Call Centre/Internet:

Reason for refund:

Note: Documentation/proof must be attached (e.g. copy of doctor certificate, death certificate, etc.)

Signature: _____

Date: _____

Please print this page, complete and mail request with documentation/proof to:

Township of Algonquin Highlands Administration Office
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1J1