



**ONTARIO
PARKS**

Application for Refund of Penalty Fees

This form is only to be completed after the cancellation/change has been completed by either calling the call centre at 1-888-668-7275, cancelling on the internet or in person at the park.

Under extenuating circumstances (member of the camping party is seriously ill or injured, death in the immediate family) campers may be eligible for a refund of penalty fees. 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 and mail it to the address below. The form must be received by our office within 6 months of your camping trip departure date. Each application will be reviewed on its own merit and therefore there is no guarantee that a refund will be approved. A minimum cancellation fee will be applicable for all cancellations/shortened stays. The reservation fee is non-refundable. Ontario Parks will contact you in writing in 4 to 6 weeks from the date of submission to advise if your refund request has been approved or denied.

Booking Number:	Park Name:
Name of Registered Site Owner:	Billing Contact (if different than site owner):
Mailing Address & Telephone #:	Billing Contact Mailing Address & Telephone #:
Amount of Original Payment: \$	Number of Nights Reserved:
Number of Nights Refunded at Park/Call Centre/Internet:	Number of Nights Used:

Reason for refund request:

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

Signature: _____

Date: _____

Original Payment made by: (circle one) VISA MasterCard AMEX Cheque/Money Order Cash/Interac	Credit Card #: <i>**required if original payment was by credit card**</i>
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Please print this page, complete and mail request with supporting documentation/proof to:

Ontario Parks Revenue Administration Office, Refund Request
P.O. Box 2178, Orillia, Ontario L3V 6S1