The Passaic County Department of Cultural & Historic Affairs and Department of Parks & Recreation reserve the right to cancel any programs or events.

Cancellation Policy
- Passaic County will make all efforts to notify program/event registrants at least 48 hours in advance if a program/event is to be canceled.
  - For events with prior registration, event cancellation will be sent out to the email you registered for the class with.
  - For events without registration, please check facebook.com/passaiccountynj/ for cancellation updates.
- Events with low registration numbers will be canceled. Low registration equates to less than 25% of class max capacity.
- Events will be canceled due to instances of extreme wind, rain, snow or other weather-related/natural disaster emergencies.
- Events can be canceled in instances of building/park facility safety concerns.
- Events canceled by the instructor will be communicated from the Passaic County offices. All efforts will be made to provide this communication 48 hours before the event start time.
- Participants will be presented the opportunity to enroll in another similar program/event if the original event is canceled. All efforts will be made to reschedule a canceled event.

Refund Policy
- Registrants will receive a full refund if the program/event is canceled due to low registration.
- Registrants will receive a full refund if the program/event is canceled due to extreme weather and not rescheduled.
- Registrants withdrawing from a program more than 48 hours prior to the program start time will receive a full refund minus a $5.00 activity fee.
- Registrants who withdraw from a program less than 48 hours prior to the program start time will not receive a refund.
- Any refund for a series of classes must be requested before the start of the second session of a registered class. Refunds will not be given after the second class.
- Partial refunds will not be given for individual canceled events that are part of a series of events if the canceled event is rescheduled and you cannot attend.
- If a registrant chooses to not attend a class without prior notification of the Department, they will receive no refund.
- All participant withdrawals must be received during regular business hours. Office hours are 8:30 am – 4:30 pm Monday thru Friday.
- If any class or program includes a uniform or materials fee; this fee will not be refunded.
- Refunds will not be given for large-scale special events unless it is determined by the Director of Parks & Recreation or the Director of Cultural & Historic Affairs.
- Pro-rated refunds for injury or serious illness are given if written medical verification from your physician is received prior to the end of the program. This refund will be pro-rated to the number of classes left in the program after our office receives the verification. No refund will be given if we receive the written medical verification after the end of the program.
- All refunds will be processed at the conclusion of the program/event. Please allow two to three (2-3) weeks for the delivery of refund.
- The Director of Parks and Recreation or the Director of Cultural and Historic Affairs will be the final adjudicators of refund distribution.

Passaic County Departments of Parks & Recreation
Phone: 973-881-4833

Passaic County Department of Cultural & Historic Affairs
Phone: 973-706-6640