



# REIMBURSEMENT REQUEST FORM

PO Box 609  
Leavenworth, WA 98826  
206-812-4510 - 360-973-1101 Fax  
Email: [guestrelations@stevenspass.com](mailto:guestrelations@stevenspass.com)  
Website: [www.stevenspass.com](http://www.stevenspass.com)

### Season Pass Reimbursement Eligibility:

To be considered for reimbursement you must fall into one of the following categories:

- Have a documented medical condition making you unable to ski or ride for the remainder of the season.
- Been relocated out of the area due to employment or deployment.

### Method of Reimbursement:

- Reimbursement will be made in the form of a SnoDough Gift Card.

### Requesting a Reimbursement:

To expedite your reimbursement you must provide the following:

- Completed Reimbursement Request Form
- Appropriate documentation supporting illness, injury or relocation.
- Keep your media(pass)card for future renewal purposes

Request for reimbursement must be received by Stevens Pass within 30 days of when medical condition or relocation occurred.

- For medical condition a letter from a licensed medical provider including the date of the onset of condition and the prognosis stating the pass holder is unable to ski or ride do to the condition, is required.
- For relocation documentation proving a change of residence to a location outside a 200-mile radius is required. Acceptable documentation includes a letter from a new employer or the military stating date of job assignment or deployment.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for Reimbursement: \_\_\_\_\_

#### OFFICE USE ONLY

Date of Request:     /     /     Media Code: \_\_\_\_\_     Media Type: \_\_\_\_\_     Percentage (%) of reimbursement: \_\_\_\_\_%

Informed guest media disabled, if applicable     Date:     /     /     Cashier: \_\_\_\_\_ N/A     Media Hotlisted? Yes  No      Cashier: \_\_\_\_\_ N/A

Requested documentation     Date:     /     /     Cashier: \_\_\_\_\_     Documentation received     Date:     /     /     Cashier: \_\_\_\_\_

Original Method of Payment:      Cash      Check      Credit Card      Other

CC Type:      Visa      MC      AmEx     CC #: \_\_\_\_\_     Exp: \_\_\_\_\_

Method of Reimbursement:      Cash      Check      Credit Card      SnoDough     Date Reimbursed: \_\_\_\_\_     Cashier: \_\_\_\_\_

Reimbursement requests for the 17-18 season will be accepted through May 31, 2018. After that time, no reimbursement for the 17- 18 season will be accepted.

Note: Lesson and rental reservations are non-refundable and non-transferable. To cancel a reservation prior to the date of redemption, please refer to the reservation cancellation policy on the lesson or rental equipment pages of the website for more information and the cancellation policy in full.

#### Season Pass Reimbursement Schedule:

\*Unused Pass - 100% anytime throughout the season

#### \*If you've used your pass:

- Opening Day - December 31st - 75%
- January 1st - February 28th - 50%
- March 1st - End of Season - 0%

#### \*Powder Packs used 2 days or less:

- Minus full-priced tickets based on date(s) of your visit
- Powder packs used 3 or more days are ineligible for reimbursement.

\*The highly discounted or complimentary specialty passes, such as Retailer Pro, Instructor, Subaru, etc. are not eligible for reimbursement under this policy.