

Registration for all 2015 winter/spring programs begins

**Sunday, Nov. 2 – Online**

**Monday, Nov. 3 – Walk-In/Mail-In**

Registration for these programs will end the first day of scheduled class or when the class has reached enrollment limit.

It is not our policy to prorate classes.

To register, fill out registration form(s) completely. All program registration is done on a first-come, first-served basis.

Incomplete or inaccurate registrations will be returned without being processed. **PLEASE REMEMBER THAT A SIGNATURE IS NECESSARY ON EVERY FORM!**

Activities and programs have minimum and maximum enrollments. Registration is required before the first class meets. This enables us to notify you if the class is cancelled due to insufficient enrollment or of any changes in class time and/or location. A transfer or refund may be issued if a class is cancelled.

#### WITHDRAW/TRANSFER/REFUND POLICY

Lawrence Parks and Recreation reserves the right to cancel or combine any program due to lack of enrollment.

If someone wishes to withdraw/transfer from a class/activity/program, notification must be done at least five business days (Monday-Friday) prior to the start of the class/activity/program. A household credit will be provided in the full amount of the fee charged at the time of enrollment for those withdrawing from a class/activity/program at least five days prior to the start of the class/activity/program. Withdraws/transfers within the five days prior to the start date of a class/activity/program may be granted on a case-by-case basis by the Recreation Supervisor, if the class/activity/program doesn't fall below the minimum number of participants needed to hold a class (minimums provided in class descriptions in the *Activities Guide*) or if a class waiting list exists for the class/activity/program.

Transfers will be granted without additional fees. A \$10 processing fee will be assessed for those wanting a refund. Refunds will not be granted without authorization of the Division Supervisor.

Parks and Recreation does NOT prorate classes or activities except in the event of a medical emergency or illness arising mid-season. A prorated refund will be issued if a doctor's note is received within two weeks of the first class, provided that one-third of the program has not transpired.

Waiting lists will be formed when programs are filled. A fee will NOT be assessed unless contacted by Parks and Recreation when space becomes available. Those who are not contacted should not attend the class. Every attempt will be made to accommodate people on a waiting list.

Both Adult and Youth Sports registration deadline policies state teams will be formed at the time of the deadline date, according to the number of registrations that have been received. Late registrations will be accepted ONLY to fill those teams or leagues that have not reached their maximum capacity. For Adult Sports, no new teams will be formed once league schedules have been distributed. For Youth Sports, late registrants will not be guaranteed placement on the same team as other participants from the school they attend. All late registration fees noted on the sport registration form apply.

Due to supervision and insufficient space, children are not allowed to accompany parents/guardians to adult classes unless specifically noted in the class description.

If enrolling more than one child in a parent participation class, please contact Jo Ellis, recreation instruction supervisor, for more information at (785) 832-7920.

**Payment must accompany all registrations. Payment is accepted by cash, check, money order, Visa or MasterCard. Telephone and faxed registrations will NOT be accepted.**

Seniors (age 60+) receive a 10 percent discount excluding Eagle Bend Golf Course & Learning Center. Classes with "NSD" at the end of the class description are additional classes to which the senior discount does not apply.

#### SCHOLARSHIP PROGRAM

Scholarships are available to youth and special populations participants who meet specific guidelines. A separate application must be completed at the time of enrollment. Classes that are co-sponsored and designated trips are not eligible for scholarships. A ■ symbol at the beginning of the class description designates those programs or activities that will not be included in the scholarship program. For more information, call (785) 832-3450.

All classes/activities, times/dates/days, instructors and pricing listed are subject to change. Check for changes at the time of enrollment.

In the event of a cancelled class, a makeup date will be added. If participants are unable to attend the scheduled makeup, participants may not attend a similar program/class in replacement of the rescheduled program/class, nor will a credit/refund be given to participants unable to attend makeup classes.