

REGISTRATION FORM

PAYMENT MUST ACCOMPANY REGISTRATION

Grade/School _____ Cell # _____

Parent's Name _____ Home# _____ Work # _____

Address _____ City _____ Zip _____

Email Address _____ (needed for online account)

CODE NO.	TITLE	PARTICIPANT'S FIRST & LAST NAME	BIRTHDATE	M/F	FEE
				<input type="checkbox"/> M <input type="checkbox"/> F	
				<input type="checkbox"/> M <input type="checkbox"/> F	
				<input type="checkbox"/> M <input type="checkbox"/> F	
				<input type="checkbox"/> M <input type="checkbox"/> F	
				<input type="checkbox"/> M <input type="checkbox"/> F	
				<input type="checkbox"/> M <input type="checkbox"/> F	

*Please list any allergies:
List any assistance required:

TOTAL:

This form must be signed on the FRONT AND BACK by a legal adult/guardian and returned to the Recreation Office before class begins.

If registering by fax, your facsimile signature shall have the same legal effect as an original or electronic signature.

**Return to:
201 W. Hydraulic Ave.
Yorkville, IL 60560**

REGISTRATION POLICY:

- Residents: Registration will begin **Tuesday, August 6, 2019**, for all city residents. Non-Residents: Registration will begin **Monday, August 12, 2019**, for those not living in the city limits. (All registrations are completed on a first come, first serve basis for this registration period.)
- The Yorkville Parks & Recreation Department reserves the right to request proof of residence prior to processing a registration. Proof may be your City of Yorkville water bill, voter's registration card or a driver's license.
- You may register for yourself and your immediate family ONLY.
- Registration must be in ONE week before class starts, if not stated otherwise.
- There is a \$10.00 late fee for registration that may be accepted after the first day of class.

REFUND POLICY:

- NO refunds will be issued after a class has begun. Medical reasons excused with documentation; however, will be prorated according to attendance.
- Participants will receive a full refund or credit if the Recreation Department cancels a program.
- Cancellations for any class MUST be made at least **1 week** prior to the beginning of class.
- A \$5.00 service charge will be deducted from all refund requests, and a program supply fee if applicable. (If program falls below the minimum required participants and the vacancy cannot be filled, no refund will be given).
- Refund checks are mailed out approximately every two weeks, in conjunction with the bill list schedule.
- NSF Fee of \$35 will be charged for any returned checks.
- All refunds for an athletic league (Adult or Youth) will only receive up to a 75% refund if the cancellation is made before the league is scheduled to begin.
- No refunds for location or instructor change.

Parent or Legal Guardian Signature _____ Date _____

This registration form (including policies) and waiver form must be signed by all participating adults 18 years of age and older, and by a parent or guardian for each participant under age 18. Registration and waiver is posted on our website at www.yorkville.il.us.

OFFICE USE ONLY: *PHONE REGISTRATION—Completed by: _____ Policies read to customer: _____ (initial)

Rec Trac _____ Receipt _____ Waitlist _____ Credit Card Processed _____ Signed _____ Mailed _____ Purge _____

Check # _____ Cash _____ Paid _____ Waitlist _____

Credit Card Holder Signature _____

Charge to: MasterCard Visa Discover American Express

Charge Card Account Number _____ Exp. Date _____