

# Registration Form

**PAYMENT MUST ACCOMPANY REGISTRATION**

Grade/School \_\_\_\_\_ Cell # \_\_\_\_\_

Parent's Name \_\_\_\_\_ Home# \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ How did you find out about the class? \_\_\_\_\_

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	

<p>*Please list any allergies: _____                  List any assistance required: _____</p>	<p><b>TOTAL:</b> _____</p> <p>Shirt Size: _____</p>
---	---

**This form must be signed on the FRONT 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:  
 202 East Countryside Parkway  
 Yorkville, IL 60560

**REGISTRATION POLICY:**

1. Residents: Registration will begin **Aug. 22** for all city residents. Non-Residents: Registration will begin **Aug. 29** for those not living in the city limits. Swim lessons and fitness class registration begins **Aug. 27**. (All registrations are completed on a first come first serve basis for this registration period.)
2. 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.
3. You may register for yourself and your immediate family ONLY.
4. Registration must be in ONE week before class starts, if not stated otherwise.
5. There is a \$10.00 late fee for registration that may be accepted after the first day of class.

**REFUND POLICY:**

1. NO refunds will be issued after a class has begun, medical reasons excused with documentation.
2. Participants will receive a full refund or credit if the Recreation Department cancels a program.
3. Cancellations for any class MUST be made at least **1 week** prior to the beginning of class.
4. 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).
5. Refunds are mailed out usually every two weeks, in conjunction with the bill list schedule.
6. Refunds for trips can not be given once the **registration deadline** has passed.

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](http://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      Access Code: \_\_\_\_\_

Charge Card Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_