## HOW TO REGISTER

**Registration is accepted on a first-come, first-received basis.**
**Please enroll early to avoid class cancellations.**

### ONLINE REGISTRATION

Online registration is easy, convenient, provides immediate enrollment confirmation, and does not cost more money to register. Visit www.cityoforange.org and select "pay online."

Payments may be made with a MasterCard or Visa credit cards only. Your credit card statement will show payment to the City of Orange. The refund policy also applies to online registrants.

### MAIL

Completed form and payment in full to:

**City of Orange**
**Community Services Department**
**Re: Class Registration**
**230 E. Chapman Ave.**
**Orange, CA 92866**

### FAX

Registration with credit card payment to (714) 744-7252.

### WALK-IN/24-HOUR DROP BOX

Registration forms will be accepted Monday–Thursday and every other Friday from 7:30–5:30 p.m. at the Community Services Office, located at 230 E. Chapman Ave. at the intersection of E. Chapman & Grand.

The drop box is located to the left of the main doors at the Community Services Department. Registration can be dropped in the drop box any day of the week at any time of the day.

## POLICIES

**Registration**

1. You must pre-register. No registration and payment may be taken at class.
2. Classes and fees are subject to change or cancellation without notice.
3. You will NOT receive confirmation if accepted into a class. However, you will be contacted if there is a problem processing your request or if a class is full.
4. Call (714) 744-7274 with general class or activity questions.

**Payment**

1. Check or money order: Enclose check or money order payable to the City of Orange.
2. Credit card: Visa® and MasterCard® only. Please complete all payment information on the Registration Form. Verification "V"code required for credit card payments (the last three numbers on the back of your card).

**Refunds**

1. Only refunds for the current quarter will be given.
2. One-day classes are non-refundable.
3. All refund requests must be made in writing prior to the second class meeting. E-mail written refund requests to **ataylor@cityoforange.org**.
4. A $10 processing fee is charged on all refund requests.
5. If a class is cancelled by the department, the class fee will automatically be refunded and mailed to the customer.
6. Refunds take approximately 8–10 weeks to process.

## CITY OF ORANGE COMMUNITY SERVICES DEPARTMENT CLASS REGISTRATION FORM

**Please read policies above. Registration forms must be filled in completely; incomplete forms will not be processed.**

| Activity No. | Activity/Class | Day | Time | Start Date | Name of Participant | Gender | Birthdate | Fee |
|---|---|---|---|---|---|---|---|---|
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| | | | | | | | Total $ | |

**Your registration will not be processed unless you sign the release below.**

I, the undersigned participant or parent/guardian, consent to the above person participating in these activities and agree on the behalf of said person and the undersigned that we assume the risk of accident or injuries from whatever cause in connection therewith and release the City of Orange and their officers, agents and employees from any and all liability for any such accident or injury.

**SIGNATURE REQUIRED** DATE

PAYEE NAME

E–MAIL

ADDRESS

CITY ZIP

PHONE (DAY) (EVENING)

**PAYMENT:** ☐ VISA ☐ MasterCard

Don't forget the Verification "V" Code (see Payment above).

NAME AS IT APPEARS ON CARD "V" CODE

SIGNATURE EXPIRATION DATE

Credit card billing address (if different from mailing address):