Class Registration Form

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

Online Registration

Powered by Active.com

Online registration is easy, fast, convenient, and provides immediate enrollment confirmation. Register online today and avoid long lines or missed openings due to mail delays!

To register online for select classes and activities, log on to www.cityoforange.org and select "online class registration."

Online registrations are subject to a non-refundable convenience fee of \$2.75 + 3%, per transaction. This fee will appear with the activity fee at the point of payment.

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.

<u>Mail</u>

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. (intersection of E. Chapman & Grand), Orange, CA 92866.

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

Refund Policy

- 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.
- A \$10 processing fee is charged on all refund requests. Mail written refund requests to the Community Services Department or e-mail Mgonzalez@cityoforange.org
- If a class is canceled by the department, the class fee will automatically be refunded and mailed to the customer.
- 6. Refunds take approximately 8-10 weeks to process.
- Online registrants will not receive refunds for the convenience fee paid at the time of registration.

Registration Policy

- 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

Payment Method

- Check or money order:
 - Enclose check or money order payable to the City of Orange.
- Credit card: (Visa® and Mastercard® only \$15 minimum purchase).
 Please complete all payment information on the Registration Form.
 Verification code required for credit card payments (the last three numbers on the back of your card).

City of Orange Community Services Department Class Registration Form

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

Activity No.	Activity/Class	Day	Time	Start Date	Name of Participant	Gender	Birthdate	Fee
	·	•		•		•	Total \$	
Your registrati release below	ion will not be proces	ssed unless	you sign	the	PAYMENT: UISA WISH N			
	_				Don't forget the Verification Number (see	Payment Met	thod above).	
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agents and empi	oyees ironi any and ali la	DIIILY IOF ALTY S	suci accidei	it or injury.			"V"	, CODE
					NAME AS IT APPEARS ON CARD			
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					Old Wild II.			EXPIRATION DATE
PAYEE NAME					NOTICE: Please be advised that are subject to being photograph			
E-MAIL				publicize city programs.	eu anu suc	on priotographs	may be used to	
					How did you hear about us	? (Check	one, please)	
ADDRESS					☐ Our Orange ☐ OUS	SD newsle	etter 🗆 F	ark banner
CITY		-	<u>ZIP</u>		☐ Web site ☐ Refe	erral	□F	Plaza banner
					☐ Program flyer ☐ New	spaper		Other
PHONE (DAY)	(8	EVENING)						