



PROGRAM REGISTRATION FORM

Please use one form per registrant

DATE: _____

NAME OF PARTICIPANT

FOR CHILDREN & YOUTH ONLY
DATE OF BIRTH _____ AGE _____
M() F()

ADDRESS

CITY/TOWN

PROV.

POSTAL CODE

HOME PHONE NUMBER

CELL NUMBER

CONTACT E-MAIL (Parent for children & youth)

PARENT/GUARDIAN NAME*

HOME/CELL PHONE NUMBER*

ALTERNATIVE NUMBER*

PARENT/GUARDIAN NAME*

HOME/CELL PHONE NUMBER*

ALTERNATIVE NUMBER*

REQUIRED FOR ALL

EMERGENCY CONTACT

PHONE NUMBER

RELATIONSHIP TO PARTICIPANT

SPECIAL NEEDS/MEDICAL INFORMATION

1) PROGRAM NAME *please use one form per program

DAY	START DATE	TIME	NUMBER OF WEEKS	FEE
				\$

Materials List Needed?	Yes! Please Email:	For Staff: list sent or provided <input type="checkbox"/>
------------------------	-----------------------	--

How did you find out about our programs?

Are you a returning student?	Yes!	Would you like to join our e-newsletter mailing list?	Yes, see email above.
------------------------------	------	---	-----------------------

PAYMENT DETAILS: Program Fee \$ _____ Plus HST (for registrants 14 yrs and older) \$ _____ TOTAL \$ _____ (80823 9693 RR001)	Circle Payment Type: Cash Cheque# _____ Debit Visa MasterCard Credit Card # _____ Expiry Date: _____ CVC:** _____ Card Holder Name (print clearly) _____ Signature: _____ <p style="text-align: center;"><i>Proceeds from registrations go to providing ongoing programs and community events at the Aurora Cultural Centre.</i></p> <p style="text-align: center;">Cheques made payable to Aurora Cultural Centre. Payments must be made at time of registration. **Card Verification Code required for all credit card transactions not done in person. A copy of this form serves as the receipt for the Children's Arts Tax Credit.</p>
---	--

I hereby release the Aurora Cultural Centre from all claims for damage arising from participation by myself or my child, during any program or in any facility or any location where a program is held. I hereby give permission to have staff arrange for any emergency medical care including transportation if necessary. Attempts will be made to contact parent, guardian, or emergency contact first. The participant is responsible for his/her own medical coverage. I hereby grant permission for myself or my child to participate in all Aurora Cultural Centre program activities including photographs, recordings, and public performances and allow the use of any such material, for promotional, instructional, educational or commercial purposes. **PERSONAL INFORMATION ON THIS FORM IS COLLECTED AND RETAINED UNDER THE PROTECTION OF PRIVACY ACT.**

Print Name of Adult Participant or Parent/ Guardian of Child _____

Signature of Adult Participant or Parent/ Guardian of Child _____

22 Church Street, Aurora, ON L4G 1G4 info@auroraculturalcentre.ca
Tel. 905 713 1818 www.auroraculturalcentre.ca Fax. 905 713 1301

REGISTRATION INFORMATION & POLICIES

Registrations Forms

Please complete all the required information to ensure that you are placed in the correct program, and that we have complete contact details in case of emergency. The registration form **must** be signed before the start of the program.

Registration forms can be obtained from the Aurora Cultural Centre by calling 905.713.1818; emailing info@auroraculturalcentre.ca; in person during business hours Monday – Friday 9 – 4, or on event days when the centre is open for galleries and shows.

This registration form **serves as the receipt** and confirmation of registration for the Federal Children's Arts Tax Credit. Please retain a copy for your files. To determine your eligibility, please refer to <http://www.cra-arc.gc.ca>.

Registration

We reserve the right to withdraw, postpone, cancel or combine classes, limit registration, or change instructors. Submission of a registration does not guarantee acceptance in the requested program.

If a program is cancelled you will be notified by telephone. You may transfer to another program, free of charge (subject to space availability), or receive a full refund (no administration fee).

All NSF cheques will be charged \$50 (tax included) and must be replaced by cash or certified cheque to confirm registration. Post-dated cheques are not accepted.

Waiting Lists

Programs are filled on a first-come, first-served basis. Payment is required at time of registration to be eligible for program placement. Should a program be filled, your name will be added to a waiting list at your request. Register early to avoid disappointment.

Refunds for Classes

All requests for refunds must be made in writing and mailed to the address below, or emailed to info@auroraculturalcentre.ca or faxed to 905.713.1301, attn: Administration.

Participants receive a full refund when withdrawing up to seven (7) days prior to the start of the first class. All refunds are subject to a \$20.00 administration fee.

Participants receive a partial refund when withdrawing less than six days (6) days prior to the start of the first class, and are prorated to include the costs of the first class. All refunds are subject to a \$20.00 administration fee.

Program withdrawal is accepted up until the end of the second class. Refund requests must be made in writing within 48 hours of the end of the second class. Students will receive a partial, prorated refund less the \$20.00 administration fee.

No refunds will be made beyond the second week.

Refunds for One-Day Workshops

All requests for refunds must be made in writing and mailed to the address below, or emailed to info@auroraculturalcentre.ca or faxed to 905.713.1301, attn: Administration.

Participants receive a full refund, less a \$20.00 administration fee, for withdrawals made seven (7) days prior to a one-day workshop. Refund requests must be made in writing. **No refunds will be made six (6) days or less prior to a one-day workshop.**

Non-attendance does not constitute notice of withdrawal. There are no refunds for missed classes. Please allow up to 2 weeks for refunds to be processed.



22 Church Street,
Aurora, ON L4G 1G4
Non-residents of Aurora are welcome
info@auroraculturalcentre.ca
Tel. 905 713 1818 Fax 905 713 1301
www.auroraculturalcentre.ca
Be Engaged. Be Inspired.