



aurora  
cultural  
centre

# CLASS or WORKSHOP 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

PHONE NUMBER

SECONDARY 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) CLASS OR WORKSHOP NAME**

\*please use one form per program

START DATE

DAY OF THE WEEK

TIME

NUMBER OF WEEKS

FEE

\$

Materials List Needed?

Yes!  
Please Email:

For Staff:

list sent or provided

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.

CASL COPY

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 St., Aurora, ON L4G 1G4 | info@auroraculturalcentre.ca | 905 713 1818

**auroraculturalcentre.ca**

Program Registration Information on second page of this document

Staff Signature & Date: \_\_\_\_\_

**PAYMENT DETAILS:**

**TOTAL CHARGE**

\$ \_\_\_\_\_

(80823 9693 RR001)

**Proceeds from registrations go to providing ongoing programs and community events at the Aurora Cultural Centre.**

Circle Payment Type: Cash    Cheque# \_\_\_\_\_    Debit    Visa    MasterCard

Credit Card # \_\_\_\_\_    Expiry Date: \_\_\_\_\_    CVC:\*\* \_\_\_\_\_

Card Holder Name (if different from above information) \_\_\_\_\_

**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.**



## **REGISTRATION INFORMATION**

*\*Non-residents of Aurora are welcome\**

### **Payment is required at time of registration to confirm program placement.**

This registration form serves as the receipt.

This registration form **serves as the receipt** for the Children's Arts Tax Credit. **Please retain the provided copy.**

To determine your eligibility, please refer to <http://www.cra-arc.gc.ca>.

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

### **The following requirements are needed by the start of the first class to allow participation:**

- All form details - to ensure correct program placement and emergency contact details
- Parent/Guardian signature

### **REFUNDS (NON-WORKSHOPS)**

All refunds are subject to a \$20.00 administration fee.

All requests for refunds must be made in writing and emailed to [info@auroraculturalcentre.ca](mailto:info@auroraculturalcentre.ca) attn: Administration.

Participants receive a full refund when withdrawing up to seven (7) days prior to the start of the first class.

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.

Participants receive a partial refund when withdrawing up until the end of the second class – Refund requests must be made in writing within 48 hours of the end of second class. Students will receive a partial, prorated refund less the \$20 administration fee.

**No refunds will be made beyond the second week.**

### **REFUNDS (ONE-DAY WORKSHOPS)**

All requests for refunds must be made in writing and emailed to [info@auroraculturalcentre.ca](mailto:info@auroraculturalcentre.ca) 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**

### **A \$20 administration fee (+HST) applies to the following:**

- Change of a class
- Additional copies of the registration form (ie. For tax purposes, etc.)
- All refunds & withdrawals