



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

\_\_\_\_\_

PRIMARY NUMBER

\_\_\_\_\_

SECONDARY NUMBER

\_\_\_\_\_

CONTACT E-MAIL

\_\_\_\_\_

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

\_\_\_\_\_

**CLASS OR WORKSHOP NAME**

\*please use one form per program

\_\_\_\_\_

DAY OF THE WEEK

START DATE

TIME

NUMBER OF WEEKS

FEE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**How did you find out about our programs?**

\_\_\_\_\_

**Are you a returning student?**

Y ( ) N ( )

**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**

Registration Information & Policies 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 & POLICIES

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

### **Registration**

Payment is required at time of registration to be eligible for program placement. We reserve the right to withdraw, cancel, postpone, or combine programs, limit registration, or change instructors. Submission of a Registration Form does not guarantee acceptance in the requested program. All NSF cheques will be charged \$50.00 (HST included) and must be replaced by cash, credit, debit, or certified cheque for program placement. Post-dated cheques are not accepted.

### **Cancellations**

If a program is cancelled you will be notified via telephone or e-mail. In the event that your chosen program is cancelled, you may transfer to another program in the same term (subject to space availability) or receive a full refund (no Administration Fee).

### **Refunds**

All requests for refunds must be made in writing and emailed to [info@auroraculturalcentre.ca](mailto:info@auroraculturalcentre.ca) Attn: Administration. Please allow for 2 to 3 weeks for refunds to be processed. All non-medical related refunds are subject to a \$25.00 (HST included) Administration Fee.

#### **Non-Medical Related Refunds**

Non-medical related refunds will only be provided prior to the third regularly scheduled class.

7 days or more prior to start of program	Full refund, less \$25.00 (HST included) Administration Fee
6 days or less prior to start of program	Prorated refund to include the cost of the first class, less \$25.00 (HST included) Administration Fee
After first class, before second class	Prorated refund to include the cost of the first class, less \$25.00 (HST included) Administration Fee
After second class, before third class	Prorated refund to include the cost of the first and second classes, less \$25.00 (HST included) Administration Fee
After third class	<b>No refund will be provided</b>

#### **Refunds Due to Medical Reasons**

Withdrawals for medical reasons can be processed at any time after a program has started. If we receive a request for a refund accompanied by a doctor's note indicating that the participant can no longer attend the program due to medical reasons you will receive a refund. This refund will be prorated to include the cost of the classes as of the date the refund request and doctor's note are received. There is no Administration Fee on refunds due to medical reasons.

#### **Refunds on One-Day Workshops**

Participants receive a full refund, less the \$25.00 (HST included) Administration Fee for withdrawals made up to 7 days prior to the start of a one-day workshop. **No refunds will be provided for withdrawals made 6 days or less prior to a one-day workshop unless it is due to medical reasons (see above).**

### **Waiting Lists**

Programs are filled on a first-come, first-served basis. Should your chosen program be filled, at your request your name and contact information will be added to a waiting list. Wait listed participants are contacted in sequential order. We must receive participant and payment information at the time of contact in order to be eligible for program placement.

### **Transfers**

Participants may transfer their registration to another program in the same term (subject to space availability) for a \$25.00 (HST included) Administration Fee. Participants may not transfer their registration from one term to another. Participants may not transfer their registration to another participant.

### **Make-Up Classes**

In the event that a class within a program is cancelled (i.e. weather, untimely facility closure, instructor schedule or other) a make-up class will be scheduled. You will be notified via telephone or e-mail of the make-up class. No refunds will be provided to participants who are not able to make the scheduled make-up class.

### **Missed Classes**

Non-attendance of a program does not constitute notice of withdrawal. You will not be provided a refund if you miss a class.

### **Safe Arrival & Departure**

Please ensure that Arrival & Dismissal Forms are completed to include any and all individuals that may pick up/drop off your child to our programs. Staff ask that parents/guardians walk their children into the program when dropping them off and come into the room to pick their child up. If your child is being picked up by someone else who is not listed on the Arrival & Dismissal Form, please notify the Centre in writing and email [info@auroraculturalcentre.ca](mailto:info@auroraculturalcentre.ca) with the name of the individual.

### **Participant Behaviour**

Disrespectful or aggressive behaviour toward staff, instructors or fellow participants is not tolerated in any program. Disrespectful or aggressive behaviour may lead to the removal of a participant from a program.

### **Income Tax Receipts**

This Registration Form serves as the receipt. If you require additional copies of the Registration Form from a prior taxation year, please email [info@auroraculturalcentre.ca](mailto:info@auroraculturalcentre.ca) A \$25.00 (HST included) Administration Fee applies.