



**REGISTRATION INFORMATION**

- Ways to Register: On-line, Mail-In or Walk-In. Office hours are: Monday - Friday: 8:00 am - 4:30 pm

- Classes are filled on a first come first served basis...register early.
- Pre-registration is required for all programs unless otherwise noted.
- Payment must accompany registration form. Cash, Check or Credit Cards are accepted. Please make checks payable to "Lower Providence Township". Visa and Mastercard accepted only. There is a 3% convenience fee applied to all credit card transactions.
- Insufficient Funds: A \$25 fee will be charged back to participant for each returned check.
- Registration forms and payment will not be accepted at the program location.

**Cancellation & Refund Policy**

- Lower Providence P&R reserves the right to cancel any program, trip or activity due to insufficient registration. A full refund will be issued.
- Inclement weather may prompt cancellations. Not sure? Call Lower Providence P&R or check the Township website . Sessions are made up at another date if possible.
- Program Refund Policy: refunds are subject to a fee of 50% of the program cost and must be requested in writing at least 7 days prior to the start of a class or program.
- Trip Refund Policy: no refunds for "no shows" day of trip. Cancellation 30 days in advance in writing, will receive a refund minus \$10.00 administration fee as long as a seat replacement is found.
- There will be no refunds issued after the class or program has begun.

**LOWER PROVIDENCE PARKS & RECREATION - RECREATION PROGRAM/TRIP REGISTRATION FORM**

(PLEASE PRINT)     Male     Female     Lower Providence Twp. Resident     Non-Resident

Participant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Self/Mom (CELL) \_\_\_\_\_ Self/Dad (CELL) \_\_\_\_\_

If child is under 18: Parent's or Guardian's Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Recreation Program/Trip Name	Day/Dates	Time	Fee
1.			\$
2.			\$
3.			\$
<b>TOTAL PAYMENT DUE:</b>			

**HOLD HARMLESS AGREEMENT:** I hereby give the above named participant permission to participate in the above named recreation program(s)/trip(s) sponsored by Lower Providence Township. In consideration of participation in the above named recreation program(s)/trip(s), I/we do hereby agree to hold harmless and indemnify the Township of Lower Providence, its employees, agents and volunteers against any claims for and on account of any and all injuries sustained as a result of participation in the above named program(s)/trip(s). In addition, I understand and abide by the cancellation and refund policies of Lower Providence P&R as stated for program(s)/trip(s). I also waive the right to dispute all proper charges once he/she have participated in the program/trip for which a registration is received.

Signature of Participant or Guardian(if under age 18) : \_\_\_\_\_ Date: \_\_\_\_\_

*Signature confirms that participant has read and agrees to Lower Providence Township P&R Hold Harmless Agreement.*

**PAYMENT METHOD:**     Cash     Check # \_\_\_\_\_     Credit Card:    MasterCard    Visa

Credit Card # (16 digits): \_\_\_\_\_

Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV2 #: \_\_\_\_\_ Name (as listed on card): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_