

REGISTRATION AND REFUND PROCEDURES

- Incorrect or incomplete forms and inaccurate payment will result in the return of forms and payment. Corrected forms may be resubmitted. No program spaces will be held. Spaces are filled on a first paid, first served basis. Unfortunately, errors cause time delays and may result in your exclusion from a particular program. The waiver must be signed.
- Registration form is located in this newsletter. Additional forms or online registration is available or online at camillus.recdesk.com.

PROGRAM FEES

- Checks, money orders or cash are accepted.
- Registrations without all required fees will be returned.
- There will be a \$20 fee for any returned check.
- You may register for some programs after a program has started. However, you will need to pay entire program fee...**we do not pro-rate.**
- Registrations and fees will not be accepted at any program locations.
- Residents are registered first with any vacancies filled from the waiting list composed of non-residents. Non-residents will be charged an additional fee for participating.

CANCELLATIONS AND REFUNDS

- Please be sure that you can attend all classes before registering.
- Refund requests must come directly to the Parks & Recreation office prior to program start date and will be charged a \$5.00 processing fee. (Credit card processing fees are not refundable). No refunds will be offered after this date unless:
 1. The Parks & Recreation Dept. cancels the program.
 2. A waiting list exists for a program and someone off of the waiting list can fill the person's spot that has vacated.
 3. The request is accompanied by a doctor's written excuse within 2 days of injury (this will be pro-rated at the discretion of the department).
 4. Medical refund requests will not be taken after the completion of a program.
 5. No refunds will be issued for weather related cancellations.
- No refunds will be given once a program begins. Refunds may take up to six weeks to process.
- The Town of Camillus does not assume the responsibility for printing errors.
- Non Refundable deposits will not be returned. There is a \$100 cancellation fee for Summer Hockey Camp.

Providing False information will result in forfeiture of fees and immediate expulsion from program.