

# 1 Registration Form / Policies

## Registration Form / Policies

- Cut out the registration form
- Complete the entire form
- Mail or walk-in the registration form with payment

**PRCSA**  
**1825 W. Civic Center Drive**  
**Santa Ana, CA 92703**  
**(714) 647-5307**



You may also register at the recreation center where the class is to be conducted. **Please call in advance.**

## Registration Policies

1. Registration begins December 12 and is processed on a first-come, first-served basis.
2. New students may register for on going classes as space permits.
3. Registration for classes is accepted only through the second week of each session.
4. Only payments of check or money order will be accepted.
5. You will not receive a confirmation if accepted into a class. However, you will be contacted if there is a problem processing your request for a class or if a class is full or canceled.
6. If you pay by check, you expressly authorize the City of Santa Ana or its agents, should the check be dishonored or returned for whatever reason, to electronically debit your bank account on which the check is drawn for the amount of the check, plus a \$25 processing fee. **Make checks payable to the City of Santa Ana.**
7. Classes will be canceled if minimum enrollment is not met, so register early.
8. The Parks, Recreation and Community Services Agency has the right to cancel or change any and all classes, activities or excursions, without advance notice.

## Refund Policies

1. Fees for one-day classes, workshops, activities, programs and tours are non-refundable.
2. If a class is canceled or is full, a refund will automatically be processed for the customer.
3. Refund requests must be submitted in writing to City of Santa Ana, Donna Schultze, 1825 W. Civic Center Drive, Santa Ana, CA 92703
4. A refund will be mailed to the customer and will take 6-8 weeks.
5. No cash refunds will be issued.
6. No refunds will be made after the second meeting of class.

## Class Registration Form

PLEASE PRINT

Activity/Class	Location	Day	Time	Start Date	Name of Participant	Birthdate if minor	Fee
Total \$							

I, the undersigned parent/guardian, consent to the above person participating in these activities and agree on behalf of said person and the undersigned that we assume the risk of accident or injuries from whatever cause in connection therewith and release the City of Santa Ana and its officers, agents and employees from any and all liability for any such accident or injury.

SIGNATURE

DATE

PAYOR NAME

E-MAIL

ADDRESS

CITY

ZIP

PHONE (DAY)

(EVENING)

(CELL)

**NOTICE: Please be advised participants in City of Santa Ana programs are subject to being photographed and such photographs may be used to publicize City programs.**