

Ongoing Programs Registration Form (Mail-in Only)

Registration Policies

- a. No registration is taken at class. **Payment may not be made to instructors.** Classes are not prorated.
- b. No refunds will be made for classes after the first class is held.
- c. A \$5.00 processing fee is charged on all refunds, and only given with a written doctor's notice.
- d. A \$25.00 fee is charged on returned checks.
- e. Times, dates, and locations are subject to change without notice.
- f. Each class has preset minimums and maximums determined by the instructor and/or staff according to availability and/or facility limitations. Please register early to ensure your enrollment.
- g. **Incomplete forms or forms without postmark will be returned unprocessed.**
- h. Mail-in registration does not guarantee class space.
- i. A complete copy of the Association's Refund and Transfer Policy is available upon request, and is included on the front of your registration receipt.
- j. A registration Receipt (white) **will be mailed** to the resident/participant for each activity within 5 days of processing. **This receipt is required to gain entry to the first day of classes.**

Mail-in Registration (Form to right)

- a. Fill our registration form completely
- b. Make check payable to WVA and mail to:
Woodbridge Village Association
 Attn: Nicole Lucio
 31 Creek Road • Irvine, CA 92604
- c. **Website:** Form can be printed and mailed in. (Must be post-marked to be accepted)

Walk-in Registration

- a. Walk-in registration begins upon receipt of *Reflections*.
- b. Hours: Monday to Thursday 9:00 a.m. to 7:00 p.m., Fridays 9:00 a.m. to 5:00 p.m., Saturdays 9:00 a.m. to 2:00 p.m.

General Information

Registration Form must be completed in full, including signature, and must be mailed showing postmark. This completed form with payment (check only), must be received prior to the class start date.

Resident's Name _____
 Address _____
 Home Phone _____ Work Phone: _____

Participant's Name	Name of class, Days of meetings, Month	Cost
Jane Doe	Waterworks Wednesdays January	\$25

Waiver for Participation and Release of Liability

I absolve and agree to hold harmless, the Woodbridge Village Association, its employees, officers, or agents from any liability which may result from my participation, or that of any minor in my legal custody, in the mentioned activities. If the participant is a minor, I also give my permission for his/her participation in the stated activities and for any necessary emergency medical treatment.

Signature (a signature must be present for this registration form to be valid)

Date