

AFTERSCHOOL ENRICHMENT PROGRAM REGISTRATION FORM - SPRING 2008

Complete after reading Registration Information Page. (This form may be duplicated)

Section A

Participant's Last Name	Home Phone Number
Address	Work Phone Number
City/Zip Code	Cell Phone Number
School Child Attends	E-mail address
Emergency Contact	Emergency Number

Section B

Participant's First Name	Date of Birth	Grade Level	Activity Title	Activity Code 1st choice	ActivityCode 2nd choice	Activity Code 3rd choice	Program Fee

Section C

Total Enclosed \$ _____

In consideration for the acceptance of my application for participation in or presence at the aforementioned activity, I HEREBY WAIVE, RELEASE AND DISCHARGE, the Cupertino Parks and Recreation Department, the Cupertino Union School District, the Cupertino Public Facilities Corporation, the City of Cupertino and the County of Santa Clara, their agents and employees FROM AND AGAINST ANY AND ALL LIABILITY FOR ANY LOSS, PERSONAL INJURY, INCLUDING DEATH, PROPERTY DAMAGE THAT MAY HAVE ARISEN OUT OF OR IN ANY WAY CONNECTED WITH, MY PARTICIPATION OR PRESENCE AT THE AFOREMENTIONED EVENT, EVEN THOUGH THAT LIABILITY MAY ARISEN OUT OF NEGLIGENCE OR CARELESSNESS ON THE PART OF THE PERSONS OR ENTITIES MENTIONED ABOVE AND HEREIN RELEASED, BUT DO NOT RELEASE THE ABOVE MENTIONED PERSONS OR ENTITIES FROM THEIR FRAUDULENT OR INTENTIONAL ACTS OR FOR THEIR NEGLIGENT VIOLATIONS OF STATUTORY LAW.

Futhermore, I assume all responsibility and agree to indemnify the City of Cupertino and the Cupertino Union School District for any loss, damage, or injury to my property, myself, which may have been caused by negligence, or any act, of any person connected in any way with the aforementioned event. I understand that the City of Cupertino does not guarantee the construction, condition, or safety of the facilities or the equipment and that this Release Agreement is to be binding on heirs, assigns, and me. I/we agree to allow use of my/our photograph for program publicity. I HAVE READ THE ABOVE, UNDERSTAND ITS MEANING AND VOLUNTARILY SIGN IT. PARENT OR LEGAL GUARDIAN MUST SIGN FOR PARTICIPANTS UNDER 18 YEARS OLD.

Section D

	Date _____	Signature of Parent or Legal Guardian _____
Payment by: <input type="checkbox"/> Cash <input type="checkbox"/> Check	Refund Check payable to: _____	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card		
Credit Card Nimber _____	Expiration Date ____/____/____	Authorized Amount \$ _____
Name as it appears _____	Authorized Signature _____	
on the Credit Card		

Include with your registration:






1. Payment 2. Signature, Section C 3. Signature, Section D for credit cards

If the above-required items are not included with your registration form, then your registration will not be processed.

For Office Use Only: Date Received _____	Date Processed _____	Problem Letter mailed/faxed _____	Confirmation mailed/faxed _____
Received by _____	Processed by _____	Problem letter mailed by _____	Confirmation mailed by _____
Refund Due \$ _____	Credit Memo issued for \$ _____	Check # _____	Returned Check _____

REGISTRATION INFORMATION

There will be a desk copy of the Afterschool Enrichment Program Schedule available at the Quinlan Community Center to review beginning on Monday, January 14, 2008. Afterschool Enrichment program schedules will be available for pick-up at Quinlan Community Center, City Hall, and the Cupertino Union School District Office on Tuesday, January 22, 2008. Registration begins on Tuesday, January 22, 2008.

<p><u>Online</u></p> 	<ul style="list-style-type: none"> • Visit http://reg4fun.cupertino.org/econnect 24 hours a day • Have your client number and account PIN number ready • Method of payment by Visa, MasterCard, American Express, or DiscoverCard • Receipts will be mailed within 10 working days
<p><u>Touch-TonePhone</u></p> 	<ul style="list-style-type: none"> • Call (408) 777-3102 or (408) 777-3103 - 24 hours a day • Have your client number and account PIN number ready • Have your course numbers ready • Method of payment by Visa, MasterCard, American Express, or DiscoverCard • Receipts will be mailed within 10 working days
<p><u>Fax</u></p> 	<ul style="list-style-type: none"> • Complete registration form on page 27, including method of payment by Visa, MasterCard, American Express or DiscoverCard • Fax to (408) 777-3137 • Receipts will be mailed within 10 working days
<p><u>Mail</u></p> 	<ul style="list-style-type: none"> • Complete registration form on page 27, including method of payment by check payable to CITY OF CUPERTINO, or by Visa, MasterCard, American Express or DiscoverCard • There will be a \$20.00 service charge for all returned checks. • Mail to: Quinlan Community Center 10185 North Stelling Road Cupertino, CA 95014 • Receipts will be mailed within 10 working days
<p><u>Walk-In</u></p> 	<ul style="list-style-type: none"> • Visit our office in the Quinlan Community Center at 10185 North Stelling Road, Cupertino during regular business hours. <p style="text-align: center; margin-top: 10px;"> Monday to Thursday - 8:00 am to 10:00 pm Friday - 8:00 am to 5:00 pm Saturday - 8:30 am to 4:30 pm </p>

If you need a client number and PIN, please contact the Cupertino Parks and Recreation office at (408) 777-3120.

Correctly completed registrations will have priority. Registration with incorrect or incomplete information or fees will not be processed. Class confirmation will be mailed to you within 10 working days. Sorry, no verbal confirmations before February 6, 2008.

REGISTRATION INFORMATION - CONTINUED

Please not the following Registration Information:

- The first day of random processing of registration will begin on Tuesday, January 22, 2008.
- Random processing is when every piece of that day's registration by mail, fax, or hand delivery has an equal chance of being selected and being completed.
- Registraion forms received after January 22, 2008, will be processed according to the day they are received.
- Correctly completed registration will have Priority.
- Registrations with incorrect or incomplete information or fees will not be processed.



Grade: Where the grade level is indicated, the child MUST be that particular grade to attend the class.

Cancellations: All programs are subject to cancellation if minimum registration is not achieved. Full refunds will be issued when a program or class is cancelled by the Cupertino Parks and Recreation Department.

Refunds for filled or cancelled classes take four to six weeks to process. If you wish to avoid delay, submit a separate check for each class requested.

REFUND AND TRANSFER POLICY

A credit memo or refund may be requested in writing. Please send refund request to:

Registration Refund
10185 North Stelling Road
Cupertino, CA 95014
or FAX to: (408) 777-3120

Please include the participant's name, address, phone number, class name, class activity number, and name of person who paid for the program in the written request

Please note that a \$10 per class processing fee will be charged on all refunds and transfers.

TRANSFERS

Prior to the second class meeting, transfers may be made to another class within the same class session. After the second class, transfers will not be considered.

The amount of the refund shall be determined as follows:

FULL REFUND

Up to 14 calendar days before the first class meeting, customers may receive a full refund. Postmarks will not be accepted.

50% REFUND OR CREDIT

Between 13 calendar days and up to the second class meeting, a 50% refund or credit may be given. Postmarks will not be accepted.

NO REFUND

Following the second class meeting, there will be no refunds, transfers, or credits issued.

REFUND OF \$10 OR LESS

Refunds of \$10 or less will remain on account to be used for future recreation classes. NO refund will be issued