

# Registration and Fee Payment Policy

Registration forms will be accepted until the posted deadline on each program, class, activity and/or sport. At the conclusion of the registration deadline all registrations are now considered “late” and will be subject to space availability and a **\$10.00 per person late registration fee** in addition to the regular registration fee. Late registration fees are **NON-REFUNDABLE**.

We cannot accept registrations for Recreation Commission programs, classes, activities and/or sports over the phone. To register for a program, class or sport, a person may do so in several methods.

## Walk-in Registration

Registration forms are available at the Recreation Commission Office at 117 North Park, during normal business hours of 8:00 a.m. to 12:00 p.m. and 1:00 to 5:00 p.m., Monday through Friday.

## Mail-in Registration

Most of registrations forms are available on our website ([valleycenterrecreation.com](http://valleycenterrecreation.com)) or our Facebook page and can be downloaded and then mailed. In addition, we are able in most cases to e-mail or fax a registration form in the event that a person cannot access our website / Facebook page. Just provide us with your e-mail address / fax number and the type of form you are requesting. The mailing address for our Administrative Office is: Valley Center Recreation Commission, P.O. Box 414, Valley Center, KS 67147.

## Drop-box Registration

24-hour registration is available for those persons that have a registration form. Once the registration form is completed, the form and payment should be put in an envelope and placed in our (secure) drop-box by the front door of the VCRC Administrative Office (located at 117 North Park).

## Payments

We accept cash, checks and debit/credit (Visa, MasterCard and Discover) cards as payment for programs, classes, activities and/or sports. For those individuals that choose to pay with a debit/credit card, a 3% administration fee will be assessed to the total payment. *NOTE: Insufficient funds check charge: \$30.00.*

## Late Registration Fee

In the majority of programs, classes, activities and/or sports, a specific registration deadline will be established and announced. At the conclusion of the registration deadline all registrations are now considered “late” and will be subject to space availability and a **\$10.00 per person late registration fee** in addition to the regular registration fee. Late registration fees are **NON-REFUNDABLE**.

## Fee Reduction / Waivers

Persons meeting certain income guidelines as prescribed by the Federal Income Eligibility Guidelines may be eligible for a reduction in their fees. Applications are available at the VCRC Administration Office, 117 North Park. Proof of income and USD #262 residency is required and is to be submitted at the time of application. Out-of-District residents are not eligible for this program. In the event of an application being submitted after a registration deadline, the \$10.00 per person late registration fee **will not** be waived by fact of submission of a fee assistance application. Late registration fees are **NON-REFUNDABLE**.

## Refunds

Requests for refunds **MUST** be made in writing and are subject to meet certain requirements. The amount of said refund is based on a pro-rata basis, determined by the date the request is made (in writing) and/or the amount of expenses incurred by the program, class, activity or sport at the time of the request. Any late registration fees or out-of-district fees paid by the requesting party are NON-REFUNDABLE. **A \$5.00 per person “bookkeeping/administrative” charge will be assessed to all requests for refunds.** *NOTE: Please refer to the Refund Policy posted in our Administrative Office for specific language and explanations.*

## Are you a resident of Unified School District #262?

A resident is a person who resides within the corporate limits of Unified School District #262. Some variances are granted to those persons that are employed within the corporate limits of USD #262 – please refer to the VCRC residency policy located in our Administration Office. The Valley Center Recreation Commission is a policy making governmental entity, formed by U.S.D. #262 and the City of Valley Center, to offer recreational and leisure activities for the citizens of Unified School District #262. On a limited basis, non-resident participants are allowed to participate in VCRC programs, classes, activities and/or sports, when space allows. Non-residents are charged an additional fee so that those non-resident participants can fairly contribute to the overall financing of the recreation system.

## Contacts Us

The Valley Center Recreation Commission Office is located at 117 North Park (1 block west of Meridian and a ½ a block north of Main Street). Office hours are: 8:00 a.m. to 12:00 p.m. and 1:00 to 5:00 p.m., Monday through Friday. Phone number: 316 – 755-7345 / Fax number: 316 – 755-3018. E-mail: [reccenter@vcrc.kscoxmail.com](mailto:reccenter@vcrc.kscoxmail.com).