

# Registration and Fee Payment Policy

Early 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 to be regular price and will be subject to space availability and an additional **\$10.00 per person**. Regular registration charges 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 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 a registration form in the event that a person cannot access our website / Facebook page. Just provide us with your e-mail 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.*

## Regular Registration

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 to be regular price and will be subject to space availability and an additional **\$10.00 per person**. Regular registration charges 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 charge **will not** be waived by fact of submission of a fee assistance application. Regular registration charges 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 regular registration charge 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 1/2 a block north of Main Street). Office hours are: 8:00 a.m. to 5:00 p.m., Monday through Friday. Phone number: 316 – 755-7345 / Fax number: 316 – 755-3018. E-mail: [valleyrec@vcrc.info](mailto:valleyrec@vcrc.info)