

Sign me Up!

Spring Program Registration begins **Wednesday May 9** at 8:30 am

4 easy ways to register for Courtenay Recreation programs!

In Person

At the Lewis Centre or Florence Filberg Centre

By Phone

250-338-5371 or **250-338-1000**

Use your Visa or Mastercard

By Fax

250-338-8600 Lewis Centre
250-338-0303 Filberg Centre
Fax registration form (page 66)
Use your Visa or Mastercard

By Mail

Mail registration form (page 66) with payment to:
Lewis Centre, 489 Old Island Hwy Courtenay, B.C. V9N 3P5
Filberg Centre, 411 Anderton Ave Courtenay, B.C. V9N 6C6



Registration Policy

- All registrations are processed on a first come first serve basis.
- Pre-registration is required for all classes except when specified as a drop-in class.
- Fees are to be paid in full at the time of registration by cash, cheque, Visa, Mastercard or Debit Card. Please make cheques payable to the City of Courtenay.
- Registration is limited to the immediate family plus members from one other family only, some restrictions may apply.
- Courtenay Recreation reserves the right to cancel any programs.
- H.S.T. will be charged on all programs with participants over the age of 14 and on all field and facility rentals. Programs for participants 14 years and under are not subject to the tax, with the exception of all **drop-in** programs. Some exceptions may apply.
- A \$20 handling charge will be collected on N.S.F. cheques.
- Please read confirmation receipts carefully for information on dates, times, supplies, etc.

Refunds

- A full or pro-rated refund will be given if class is cancelled, or for medical reasons with a doctor's note.
- All requests for refunds, credits or transfers will be processed with a full refund up to FIVE days before the start of the program. **After this time, an administrative fee of \$5** will be charged on all cash, Visa, Mastercard and Debit Card refunds. Pro-rated refunds will be provided after the first class, based on the date of notification, providing class minimum numbers are met.
- Refunds left as a CREDIT on your account will NOT be charged an administrative fee. Please allow up to 3 weeks for cash & cheque refunds to be processed. Please note there may be exceptions to this policy (eg. Cozy Corner Nursery School, programs of short duration, workshops, etc.).
- Refunds will not be approved after a program has ended.

Recreation ACCESS

Recreation Access coupon books

have been designed to provide healthy lifestyle opportunities to residents of the City of Courtenay who live below Statistics Canada low income thresholds.

What is in the coupon books?

Discounts on programs for adults, teens, children & older adults. Coupons for the weightroom, squash, fitness classes and the outdoor pool.

How do I apply?

Recreation Access application forms are available at the Lewis Centre, Florence Filberg Centre and City Hall.

What do I need to bring?

- Proof of City of Courtenay residency (i.e. driver's license, utility bill)
- B.C. Care cards for yourself and each of your dependents.