

## Confirmations

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The Recreation Department will not mail out or make phone calls for reminders or confirmation of classes. You will be notified only if there is a program change or we are unable to register you for a requested class due to a class being full or canceled. If you do not hear from us, you have been enrolled in the class and should plan to attend the first day. You may, however, call the Recreation Department if you would like to confirm your registration. Registrations for full classes will be placed on a waiting list. You will be notified, your payment will be returned, and we will contact you if a space becomes available.

## Refunds

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All refunds will be made according to the following guidelines:

1. Cancellations must be received prior to the first meeting day of any program unless otherwise noted. No refunds will be issued after the second meeting day for any reason.
2. Due to ordering requirements, specialty programs may have specific refund dates listed. No refunds will be given after these specified dates.
3. A \$10.00 administrative charge will be deducted from all refunds. No cash refunds will be given. Please allow 4-5 weeks for refund checks to be processed.
4. Participants in any program canceled by the Recreation Department will receive full or prorated refunds calculated on total program meetings.

## Class Cancellations

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The Recreation Department reserves the right to cancel or postpone any class that does not meet a minimum number of class participants. Every effort will be made to reschedule sessions missed during a program for unanticipated cancellations. However, rescheduling cannot be guaranteed.

## Fees

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All listed programs conducted by the Upper St. Clair Department of Recreation and Leisure Services have been designed to be self-sustaining. Fees are evaluated periodically and are subject to change so that recreation programming may continue to be self-sustaining. In general, any additional revenues obtained from increased fees compensate for increasing program expenses.

## Eligibility

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Where grade requirements are specified, eligibility is as of September 2009 unless otherwise noted. All Township residents and non-residents may participate except where noted.

## Photo ID Card

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Programs requiring a Photo ID card are noted. Pictures will be taken for registered participants at the Recreation Department during regular business hours. The cost of the Photo ID card is included in the price of the program.

