

REGISTRATION

Registration begins Monday, April 24.

Registration Information

Courses are filled on a first-come, first-served basis. A receipt represents a completed registration. The county charges \$50 for returned checks.

Course Refunds

- Refunds are processed automatically if a course is cancelled.
- If a change in day, time or location of a course prohibits you from attending, we will be happy to refund your fee.
- All other refund requests must be made in writing at least three days prior to the start date of the course.
- Non-recoverable costs are not refundable.

We guarantee your satisfaction!

If after taking a course, you were dissatisfied with it, you may either transfer to another course or request a refund. Just notify us in writing within one week of the end of the course.



How To Register



Online: Go to www.chesterfield.gov/parks and click REGISTER NOW with REGi. Have credit card information on hand.



Call In: Call us at 804-748-1623, Monday - Friday, 8:30 a.m. - 5 p.m. with credit card information, to register.



Mail In: Complete form below and attach check or money order. No cash, please.



Walk In: The Parks and Recreation Administration Building is open weekdays, 8:30 a.m. - 5 p.m. and is located at 6801 Mimms Loop in the Chesterfield County Government Center.

Card Options:



REGISTRATION FORM



CHESTERFIELD COUNTY PARKS AND RECREATION DEPARTMENT

Adult Name _____ Date of Birth _____
 Address _____
 City _____ State _____ ZIP _____
 Home Phone _____ Work Phone _____ Cell _____
 E-mail _____

Participant Name	Date of Birth MM/DD/YY	Gender	Course Title	Course Number	Fee
Total Fees					

Mail registration form and check or money order to:
 Parks and Recreation Department
 P.O. Box 40
 Chesterfield, VA 23832

Mail checks payable to:
 Chesterfield County Treasurer

 Phone Number:
 (804) 748-1623

Any special accommodations needed? Yes _____

- Resident
- Non-resident

THANK YOU!