

# REGISTRATION

Registration begins Wednesday, Jan. 3

## 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](http://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!*