



FALL 2016 REGISTRATION POLICIES

- **ONLINE:** Online Registration for Norwell Residents, begins on Wed. 8/24/16 at 10:00am. This is the fastest, easiest, most convenient and most secure method way to register. Make sure to check your existing account or set-up your new account before registration starts, so you are ready to go! Please make sure to update email addresses and all contact information. Credit Cards are the only acceptable payment form for online registration.
- **DROP OFF, MAIL-IN & NON-RESIDENT Registration** begins on Wed. 8/31/16 at 10:00am. Complete the registration form below and pay via cash or check made payable to: "Town of Norwell". Mail to : Town of Norwell, P.O. Box 295, Norwell, MA 02061. Visit our office at 345 Main St. Mon-Thu 9:00a-2:00p or "Drop Off" 24/7 using the GREY "DROP" mailbox at the front of Town Hall. *Please note: Programs may fill with online registrations!*
- **REGISTRATION DEADLINE:** Deadline is one week prior to the first meeting date unless otherwise noted, closed or filled. Do not wait until the last minute to register! If a program does not reach its minimum number of participants, it could be cancelled. Registrations may be accepted for programs after they have started; however the full registration fee will be charged.
- **CANCELLATIONS, WITHDRAWALS & REFUNDS:** All refund requests must be in writing or via email to the Recreation Office. Full refunds will be issued if a program is full or cancelled. Participants withdrawing at least one week before the program begins (provided the minimum class participant level is reached) will be refunded minus a \$10 processing fee. Online processing fees are not refundable. No other refunds will be given, as program expenses (instructors & supplies) will have already been incurred. Cancellation notifications will be sent to those registered.
- **CONFIRMATIONS:** Online registrations receive confirmation receipt by email or by checking "my account." Other registrations confirmed if an email address is given. Otherwise, we do not send confirmations. You are enrolled upon receipt of payment & form. You will be notified if a program is full, cancelled or if there is a problem with your registration. Contact the recreation office with any questions!
- **FINANACIAL ASSISTANCE:** Consideration given upon written request no later than Wed. 9/14/16.
- **ALL ABILITIES WELCOME:** If special accommodations are needed, please submit written request no later than Wed. 9/14/16.
- **INSURANCE:** Norwell Recreation does not provide medical insurance for participants. Participants are advised to have adequate personal coverage. It is required for trips and certain high risk/"extreme" activities.