HOW TO REGISTER

Registration is accepted on a first-come, first-received basis. Please enroll early to avoid class cancellations.

ONLINE REGISTRATION

Powered by Active.com
Online registration is easy, fast, convenient, and provides immediate enrollment confirmation. Register online today and avoid long lines or missed openings due to mail delays!

To register online for select classes and activities, log on to **www.cityoforange.org** and select "online class registration." Online registrations are subject to a non-refundable convenience fee of $2.75 + 3%, per transaction. This fee will appear with the activity fee at the point of payment.

Payments may be made with a MasterCard or Visa credit cards only. Your credit card statement will show payment to the City of Orange. The refund policy also applies to online registrants.

MAIL

Completed form and payment in full to: City of Orange Community Services Department, Re: Class Registration
230 E. Chapman Ave., Orange, CA 92866

FAX

Registration with credit card payment to (714) 744-7252.

WALK-IN/24-HOUR DROP BOX

Registration forms will be accepted Monday–Thursday and every other Friday from 7:30–5:30 p.m. at the Community Services Office, located at 230 E. Chapman Ave. (intersection of E. Chapman & Grand), Orange, CA 92866.

The drop box is located to the left of the main doors at the Community Services Department. Registration can be dropped in the drop box any day of the week at any time of the day.

POLICIES

Refund Policy

1. Only refunds for the current quarter will be given.
2. One-day classes are non-refundable.
3. All refund requests must be made in writing prior to the second class meeting.
4. A $10 processing fee is charged on all refund requests. Mail written refund requests to the Community Services Department or e-mail **Mgonzalez@cityoforange.org**
5. If a class is cancelled by the department, the class fee will automatically be refunded and mailed to the customer.
6. Refunds take approximately 8–10 weeks to process.
7. Online registrants will not receive refunds for the convenience fee paid at the time of registration.

Registration Policy

1. You must pre-register. No registration and payment may be taken at class.
2. Classes and fees are subject to change or cancellation without notice.
3. You will NOT receive confirmation if accepted into a class. However, you will be contacted if there is a problem processing your request or if a class is full.
4. Call (714) 744-7274 with general class or activity questions.

PAYMENT

Payment Method

1. Check or money order: Enclose check or money order payable to the City of Orange.
2. Credit card: (Visa® and MasterCard® only – $15 minimum purchase). Please complete all payment information on the Registration Form. Verification code required for credit card payments (the last three numbers on the back of your card).

City of Orange Community Services Department CLASS REGISTRATION FORM

Please read policies above. Registration forms must be filled in completely; unfinished forms will not be processed.

Activity No.	Activity/Class	Day	Time	Start Date	Name of Participant	Gender	Birthdate	Fee
							Total $	

Your registration will not be processed unless you sign the release below.
I, the undersigned participant or parent/guardian, consent to the above person participating in these activities and agree on the behalf of said person and the undersigned that we assume the risk of accident or injuries from whatever cause in connection therewith and release the City of Orange and their officers, agents and employees from any and all liability for any such accident or injury.

SIGNATURE REQUIRED _____ DATE _____

PAYEE NAME _____

E–MAIL _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (DAY) (EVENING) _____

PAYMENT: ☐ VISA ☐ MasterCard

Don't forget the Verification Number (see Payment Method above).

NAME AS IT APPEARS ON CARD _____ "V" CODE

SIGNATURE _____ EXPIRATION DATE

NOTICE: Please be advised that participants in City of Orange programs are subject to being photographed and such photographs may be used to publicize city programs.

How did you hear about us? (Check one, please)

☐ *Our Orange* ☐ OUSD newsletter ☐ Referral
☐ Program flyer ☐ Newspaper ☐ Summer Camp Guide
☐ Web site ☐ Facebook ☐ Other _____
☐ Park banner ☐ Plaza banner _____