

REGISTRATION

Registration Information

- § Please register early to avoid disappointment.
- § Keep in mind that all programs have a limited registration.
- § Waiting list will be taken for full courses in the event of possible vacancies or additional classes.
- § Registrations will be accepted on a first come, first serve basis.
- § Registrations for participants under 18 years of age are required to have a parent=s or guardian=s signature.
- § The department reserves the right to change date, time, location or fee if required.
- § The Township of Leeds and the Thousand Islands has the right to cancel programs if sufficient registration is not obtained.

Registration Policies

- § Cheques or money orders to be made payable to the Township of Leeds and the Thousand Islands.
- § All programs are subject to cancellation if registration is inadequate.
- § A \$25.00 Administration Fee will be charged for any returned cheques.
- § If a class or lesson is cancelled for any reason by the department, every attempt will be made to have the lesson Amade up@; however, if this is not possible, there will be no reduction in registration fee for the cancelled class or lesson.

Registration Procedures

4 Ways to Register for Our Programs

12. MAIL



Mail your completed form with payment to:
Township of Leeds and the Thousand Islands
Attn: Recreation Department
P.O. Box 129, 1 Jessie Street
Lansdowne, Ontario
K0E 1L0

13. DROP OFF



Use our drop off locations:
Township Offices (1 Jessie Street, Lansdowne)
Township Offices (312 Lyndhurst Road, Lyndhurst)

14. IN PERSON



Register in Person at:
Township Offices (1 Jessie Street, Lansdowne)
Township Offices (312 Lyndhurst Road, Lyndhurst)

15. REGISTRATION DAYS



Watch and listen for our advertisements throughout the community.

Late Registrations

A late fee of \$5.00 will be charged for any registration made after the registration deadline, which is specified with each course.

REFUND POLICY

Refunds must be received in writing with receipt prior to the start of the program.
No refund will be given after the program commences, except for certified medical reasons.
If the Township of Leeds and the Thousand Islands cancels any program a full refund will be issued.
If a class or lesson is cancelled for any reason by the department, every attempt will be made to have the lesson Amade up@; however, if this is not possible, there will be no reduction in the registration fee.
All refunds are subject to a \$ 5.00 administration charge. Please allow 30 days for processing.