

Registration & Policy Information

REGISTER TODAY ► 5 easy ways

ON LINE



www.IrvineQuickReg.org

Need to Register:

- Client ID
- Family Pin
- Master Card or Visa

TOUCH TONE



949-222-2251

Need to Register:

- Client ID
- Family Pin
- Course Number
- Master Card or Visa

FAX



949-724-6608

Need to Send:

- Completed Application

MAIL IN



CS – Registration,
PO BOX 19575
IRVINE, CA 92623-9575

Need to Send:

- Completed Application

WALK IN





One Civic Center Plaza
(second floor–
Community Services)
during business hours

General Information

1. All courses are subject to cancellation or change.
2. We will gladly process registrations upon receipt of a completed and signed Program Registration Application.
3. Applications are processed in the order received.
4. Non-residents must pay an additional fee of \$5 per course priced above \$10; \$10 for courses priced \$75 and above.
5. Registration is required for all courses unless noted.
6. Confirmation receipts are mailed out upon enrollment. Receipts for on-line transactions will not be mailed. Please print receipt from your computer at time of transaction.
7. If the desired course is full, you will be placed on the waiting list and enrolled into your alternate choice, if provided. Please do not attend the course if you are on the waiting list, unless contacted.
8. Senior Gold Card and IFAC member discounts are available with the purchase of memberships.
9. Full refunds or credits are available for courses cancelled by the City or Instructor.

Method of Payment

1. MasterCard  or Visa  : Include your complete 16-digit account number + expiration date.
2. Check: Make payable to the “City of Irvine” – Amounts greater than the required total will have the additional monies put on account for future registration. Checks less than the amount required will not be processed.
3. Cash: Accepted with walk-in registration only.
4. Returned checks are subject to a \$25 processing fee.

Privacy Statement: The City of Irvine takes your privacy seriously. All information you provide is accessible only by the Community Services Department registration staff. Class Coordinators and Instructors will receive only the name, current age, address and phone number of participants. E-mail addresses will only be utilized for Department correspondence related to your registration, promotions, and to inform you of upcoming events. Your information will not be shared with other agencies, departments, businesses or individuals, to the extent permitted by law.

For questions regarding the Community Services brochure of Classes & Activities, call 949-724-6610 or e-mail quickreg@CityofIrvine.org

Withdrawals and Refunds

This policy refers to courses available through Program Registration only.

Client requested withdrawals are subject to a \$5 withdrawal processing fee.

Withdrawal Guidelines

- Withdrawals are not available for Excursions or Special Events.
- Requests must be received 3 days before the second meeting for courses meeting 4 or more times.
- Requests must be received one week prior to the first meeting for 1 to 3-day courses unless otherwise noted.
- Withdrawal requests for Camps and Learn to Swim & League programs must be received 10 days prior to the first meeting. Requests received less than 10 days prior to the first meeting will be processed at 50% of the fees unless otherwise noted. Withdrawals/refunds are not available once the program begins.
- Call Program Registration at 949-724-6610 during business hours or email quickreg@cityofirvine.org with your request unless otherwise noted.

Refunds

- There is no additional fee if you choose to leave your refund amount on your account with the City of Irvine. These funds are available indefinitely for use when registering for future classes.
- Credit Card transactions will be refunded to the same credit card, less a \$5 refund processing fee. This process takes 1-2 weeks. Cash or check transactions will be refunded via check, less a \$5 refund processing fee. This process takes 3-4 weeks.



The City of Irvine Community Services Department provides high quality leisure services for all residents of Irvine with disabilities. The City understands the requirements of the Americans with Disabilities Act and invites people with disabilities to enjoy all programs and services offered by the Department. For questions regarding services and accommodations for residents with disabilities, contact Disability Services at 949-724-6732.

Revised 8/18/08

Program Registration Application

Please use this form for fax, walk-in or mail-in registration. Registration is also available online at www.IrvineQuickReg.org.

► PAYEE / ADULT INFORMATION Please print all information and fill out completely.

• Adult Last Name	• Adult First Name	
• Birthdate	• Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	• <input type="checkbox"/> Work Phone () <input type="checkbox"/> Cell Phone ()
• Street Address	• City	• Zip Code
• Home Phone ()	• Email for future notification	

► OTHER HOUSEHOLD MEMBERS (including spouse, children, etc.)

• Last Name	• First Name	• Birthdate	• Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	• <input type="checkbox"/> Work Phone () <input type="checkbox"/> Cell Phone ()
			<input type="checkbox"/> Male <input type="checkbox"/> Female	()
			<input type="checkbox"/> Male <input type="checkbox"/> Female	()
			<input type="checkbox"/> Male <input type="checkbox"/> Female	()

► MEMBERSHIP (not required)

• 50+ Gold Card: (for adults 50 years and older): \$10 • Irvine Fine Arts: \$40 Individual \$60 Household \$25 Senior/Student

► PARTICIPANT AND COURSE INFORMATION (attach additional sheets if needed)

• Participant Name	• Course # and Title	• Start Date	• Alternate Course #	• Fee

Non-Resident Fee: (\$5.00 x number of courses priced \$10-\$74) = \$ _____

Non-Resident Fee: (\$10.00 x number of courses priced \$75+) = \$ _____

Please make checks payable to "City of Irvine" Grand Total: \$ _____

► WAIVER Read and sign Waiver. Registration will not be processed unless the Waiver is signed.

In consideration of accepting this registration, and to the extent permitted by law, I hereby agree to release, indemnify, defend and hold harmless on behalf of myself (and any minor children for whom I have the capacity to contract) the City of Irvine and its officers, clients, agents and employees from and against any and all liabilities, claims, penalties, losses, or expenses (including attorneys' fees), of any kind or nature whatsoever, whether related to bodily injury, property damage or any other form of injury or loss to myself (and to any minor children for whom I have the capacity to contract), caused by any negligent act or omission of the City of Irvine or its officers, clients, agents or employees, arising out of or in any way related to participation in the activity for which I (and any minor children for whom I have the capacity to contract) am registering. I acknowledge that the activity to which this release applies can be dangerous and as a result of signing below, I am accepting those risks for myself and for any minor participants for whom I can contract.

I give permission to the City of Irvine to take photographs of me or my children while participating in this activity for use in future City publicity and understand that I will not receive any compensation for such use.

I certify that I have read and understand this Waiver and release as it applies to myself and to any minors for whom I am signing.

X _____ Date _____
(Parent or guardian must sign for participants under 18 years of age)

► PAYMENT

Check # _____ (payable to "City of Irvine") Money from Account \$ _____ Cash \$ _____ (walk-ins only)

Visa MasterCard _____ - _____ - _____ - _____ exp. ____/____

(Note: If the check amount is more than required, additional monies will be put on account for future registrations; if the check is less than required, the application will not be processed).

Signature for Credit Card

► DELIVERY METHODS

- **Automated:** online at www.IrvineQuickReg.org or by Touch-Tone at 949-222-2251
- **Fax:** 949-724-6608
- **Walk-in:** 1 Civic Center Plaza, 2nd floor, Community Services
- **Mail:** CS-Reg, PO Box 19575, Irvine, CA 92623-9575

Revised 6/4/07