

TOWN OF GIBBONS REGISTRATION FORM

COMPLETE ENTIRE FORM



<u>Surname of Adult Registrant or Parent/Guardian</u>		<u>First name of Adult Registrant or Parent/Guardian</u>	
<u>Mailing Address (for cheques)</u>		<u>Town</u>	<u>Postal Code</u>

Where do you physically reside? Possibly different from your mailing address. E.g: Sturgeon County vs. Gibbons

<u>Phone #(s)</u>	<u>Email Address</u>
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<u>Participant(s) Last Name</u>	<u>First Name</u>	<u>Birthdate*</u> MM-DD-YYYY	<u>Program Name and Start Date</u> E.g: CrossTraining / Jan 17	<u>Fee (\$)</u>

Medical Information for any Participant(s):

<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> M/C <input type="checkbox"/> Visa *Note: Cheque / Cash / Debit can only be done at the Town Office Credit Card Payments can be over the phone with the Town Office (780) 923-3331	<u>TOTAL FEES:</u>
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LIABILITY AND PERSONAL INFORMATION WAIVER

The personal information provided will be used to register yourself or your child in a Community program or activity and is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator with the Municipality providing the program.

I hereby authorize do not authorize **(Check One)** the Municipality to use photographs taken of the aforementioned individual(s) while attending or participating in Community Services programs and activities (scheduled or unscheduled) sanctioned by the Municipality. Photographs may be used to promote the Municipality's programs or used in or as part of publications, advertisements, newsletters and displays intended for the general public. Parents and media may also have the opportunity to take pictures; any of these photos taken during public events cannot be controlled. No other use of these photographs will be allowed.

Under Section 38 of the *Freedom of Information and Protection of Privacy Act*, Municipalities must protect the personal information it collects by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction. Also, Municipalities must comply with Sections 39 and 40 when using and disclosing personal information.

I, _____, **(Print Name)** have informed myself of any and all risks that could take place due to my participation or my child's participation with the program and hereby release the Municipality or Agency, its employees, instructors, agents and volunteers from any claim for loss, injury or damage to person or property either directly or indirectly, from the attendance, including participation in any activity scheduled or unscheduled, including travel to and from any location for myself or my children. I acknowledge having read and understood this release and accept the terms therein.

***Signature of Adult Participant or Parent/Guardian *:** _____

Date: _____

Town of Gibbons
PO Box 68
4807 50 Ave
Gibbons, AB T0A 1N0

Tel: 780-923-3331

Office Hours Open: Monday –Friday 8:30 am – 4:30 pm (Closed for lunch 12:00 pm – 12:30 pm)

Registration Information:

1. Registration is on a FIRST COME, FIRST SERVED basis.
2. Pre-registration is necessary for all classes.
3. No post-dated cheques will be accepted for program enrolment.
4. A person is not considered registered unless payment for the program(s) has been received.
5. Waiting lists: If a program is full, please request that your name be put on a waiting list. If there is enough interest another class may be started, and you will be contacted.
6. Program fees cover access to registered programs only on the dates and times listed.
7. Payment for registered programs is required prior to participation.

Program withdrawals, transfers, refunds, and cancellations:

1. If the program is cancelled and unable to continue in an online/virtual format, registrations will be refunded in full. Cheques will be mailed within four to six weeks or online registrations will see a credit to their MC/Visa shortly after the cancellation notice. If an online refund can not occur a cheque will be mailed.
2. For online/virtual classes, no refunds will be given due to lack of quality internet connection. Please check and make sure your computer and internet connection can handle online/virtual classes before registering.
3. Transfer from one program to another is subject to availability.
4. Classes which fall on statutory holidays will not be held. Please review registration confirmation for specific dates and times. Classes may also be cancelled due to unpredicted maintenance, rentals, special events, or pandemics.
5. Registrants in Town of Gibbons recreation programs who wish to cancel their registration must submit their request to Community Services prior to the deadline date for that course.
6. Cancellation requests prior to the deadline date of a course will be subject to an administration fee of 1/3 the fee of the course, up to a maximum of \$30 per course. Refunds of course fees minus the administration fee will be made payable to the name listed on the registration form. Cheques will be mailed within four to six weeks or online registrations will see a credit to their MC/Visa shortly after the cancellation notice. If an online refund can not occur a cheque will be mailed.
7. Cancellation requests made after the deadline date will not be accepted unless there is a medical reason for the cancellation. Registrants may be requested to provide supporting information from their doctor prior to accepting the cancellation. Requests not submitted prior to the end date of the course may not be considered. Cancellations approved due to medical reasons will not be subject to an administration fee.

(*Please initial*)

I have read, and understand the Town of Gibbons' withdrawal, transfer, refund, and cancellation policy.

Payment Details

Payment is due upon registration by cash, cheque, debit, or credit card.
Cheques to be made payable to "Town of Gibbons".