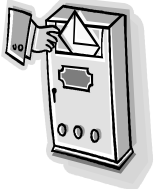


How to Register

In person



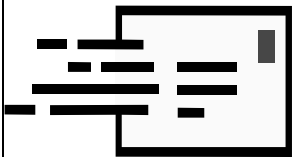
At the Recreation Department located at the Municipal Building, 330 Wallace Avenue North, 2nd Floor, Listowel, ON. Department hours are Monday to Friday 8:30 a.m. – 4:30 p.m. Pool registrations can also be accepted at the Listowel Kinsmen Pool and Atwood Lions pool during their summer hours.



By drop-slot

At the Municipal Building located at 330 Wallace Avenue North, Listowel, ON. Drop off registrations & payment.

Please make cheques payable to the Municipality of North Perth.



By mail

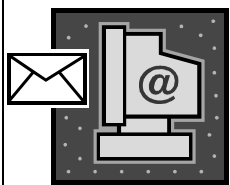
Use the registration form(s) on page 14 or download a registration form at

www.northperth.ca (recreation programs). MAIL TO: North Perth Parks & Recreation, Municipal Building, 330 Wallace Avenue North, Listowel, ON N4W 1L3. Please make cheques payable to the Municipality of North Perth.

By fax



Registrations by fax will be processed once payment is received. Download a registration form from our website www.northperth.ca - recreation programs or detach the form provided in this guide. Fax to: 519-291-5611. Your program spot will be confirmed once payment is received.



By email

Registrations by email can be sent through agangl@northperth.ca or jelg@northperth.ca. Please download your registration form at www.northperth.ca (recreation programs) and complete in full. Your program spot will be confirmed once payment is received.

How do I pay?



- ✓ By Cheque, payable to the Municipality of North Perth. Please attach cheques to registration form. Post-dated cheques will not be accepted unless authorized by the recreation department
- ✓ By Cash (please do not send cash in the mail)
- ✓ Debit at the Municipal Building
- ✓ By Online/Telephone banking. Select the Municipality of North Perth as the payee and then select Accounts Receivable. Your account number (located on all facility & program contracts/receipts) is 10 digits in length and can be obtained by calling our Recreation Administrative Office 519-292-2054.

GST

The 6% Goods & Services Tax has been included in program fees where applicable.

NSF Policy

An administrative fee of \$25 will be levied for all NSF cheques.

Enrollment

Enrolment is based on a 1st come, 1st serve policy. **Note that you are not considered registered until payment has been received.**



If a class was filled before your form was processed, you will be contacted to make other arrangements (transferred to another class or wait-listed) You will be contacted should a space become available prior to the course.

Program Cancellations

The Municipality of North Perth Parks & Recreation reserves the right to cancel any programs that fail to meet the minimum registration numbers. Participants are offered a full refund, credit on account or opportunity to transfer to another available class. Please allow 4 weeks for refunds.