



2010 – 2011 POLICIES (Revised 8/31/10)

REGISTRATION

Youth registration is open to New Providence residents and children who attend school in New Providence. Youth classes will open to out-of-town children two weeks prior to the start of a session. Out-of-town youth AND adult registrations are subject to an additional \$10.00 per class.

Registration is on a first-come/first-served basis. Waiting lists are maintained by the CommunityPass Online Registration system. Any class that does not have sufficient enrollment may be cancelled and a full refund given.

Make-up classes are offered only when classes are cancelled by NP Recreation for inclement weather or other emergencies.

REFUNDS

Refunds can now be received in two ways - via a check or a credit applied to the registrant's CommunityPass (online registration) account.

All refunds, check OR credit, are subject to a \$10.00 processing fee per program.

This fee is waived when the class/program is cancelled by New Providence Recreation.

PROGRAMS

- Refunds (less the \$10 processing fee) are provided any time after registration through the second session of a class/program.
- In order to receive a refund, you must notify the Recreation Department of your request ***within five (5) days after the second session***. Refund checks may take up to 5-6 weeks for processing.
- **No refunds will be given once the third class of a program has occurred.**

TEAM SPORTS LEAGUES

- A **\$20.00 late fee** will be charged after the registration deadline (\$10.00 late fee for Basketball Fundamentals: Grades 1 & 2)
- **No refunds will be given once team rosters are announced.** Advance notice will be given regarding the publication date of team rosters.

SUMMER CLASSES/PROGRAMS

- **No refunds after the start date of a program.** Please note special refund policies for Camp Lincoln and Summer Enrichment Academy as stated below.
- **CAMP LINCOLN: No refunds after June 1, 2011.** If a participant wishes to withdraw after June 1 for Camp Lincoln and a replacement is found, the withdrawing participant will receive a refund less the \$10.00 processing fee per program session
- **SUMMER ENRICHMENT ACADEMY (SEA): No refunds after June 1, 2011.**

FINANCIAL ASSISTANCE

New Providence residents will not be denied participation in a Borough-run program because of inability to pay the registration fee. Financial assistance will be provided for Borough-run programs only and not out-sourced programs. In order to qualify for assistance, participants must provide a copy of their approved "free" or "reduced" school lunch letter which is determined by the United States Department of Agriculture, Food & Nutrition Service 'Income Eligibility Guidelines'." ~ Approved by the Community Activities Advisory Board, June 3, 2008