

Registration Guidelines

Please read before registering for any program or activity.



Watch for this symbol indicating new programs to our department

Resident Lottery Registration

Priority is given to West Allis-West Milwaukee School District residents who mail or drop off registration before 5:00 pm on **Friday, August 27**. This is your best chance to get into a class or program. **If we receive more forms than program enrollment will allow, we will conduct a random drawing to select participants.** Individuals will be notified via mail the week of **August 30** to confirm class assignment. Individuals who are unable to get their designated class will receive a refund check. The following programs are not lottery programs and are subject to specific deadline dates: Flag Football, Volleyball, Soccer and Basketball. SAFE program registration deadline to guarantee first day of school participation is August 27.

Resident status includes individuals living in the West Allis-West Milwaukee School District and all students enrolled in the West Allis-West Milwaukee School District. Residency is determined by where the participant resides not where the person paying resides.

Registration continues on August 30 for programs where space is available and will continue through the start of the program. Registration form may be mailed or left in the 24 hour drop box at the Recreation Department, Parkway Center, 2930 S Root River Parkway, West Allis, 53227. The drop box is located at the Wollmer Road entrance. In person registration hours are 8:00 a.m. - 5:00 p.m., Monday through Friday at the Recreation Department, Parkway Center.

Online Registration

Online registration is available beginning August 30. You may register online at www.wawmrec.com for selected activities. When paying online there is an additional non-refundable convenience fee added by the host site. If the program you are interested in is not listed online, call 414-604-4900 for further information.

Transfer Requests

Transfer requests will be honored up until one week prior to the start of class if openings exist. Requests for transfers made less than one week prior to the start of the class enrolled in, will result in a \$5.00 service charge and need to be made in person.

Refund Overpayments

When an overpayment is made for any program you are enrolling in and a refund check is requested, \$3.00 will be deducted to cover administrative/ mailing costs. To avoid administrative charges you can request your overpayment credited to your account for future use.

Non-Residents

Non-residents may begin to register at the Recreation Department, Parkway Center, on **Monday, Aug 30**.

Payment

Make checks payable to the WA-WM Recreation Department. There will be a service charge of \$10.00 assessed for all checks returned NSF. ***If paying cash or address on your check does not match address on your registration, proof of residency will be required in the form of a driver's license or utility bill.***

Refund Policy

The policy of the WA-WM Recreation Department is to refund registration fees only under the following circumstances:

1. A refund request form must be completed at the Recreation Department office.
2. 24 hours or more prior to the start of a class/program, a full refund will be given minus 20% service fee, if a refund check is requested. **To avoid the 20% service fee, class/program fee can be credited to your account for future use.**
3. Less than 24 hours prior to the start of a class/program, but prior to the start of second half, 50% refund will be given.
4. After the first half of class has passed, no refunds will be given.
5. #2, #3, #4 will not apply to adult sports program, contact Tony Elskamp, 604-4925.
6. A full refund will be given when the Recreation Department cancels a class.