






Registration Information

 Mail In/ Drop Off <u>Begins</u> December 19 1205 S 70th Street, West Allis, 53214 A 24 hour drop box is located on the south side of the building off of the parking lot for your drop off registrations.	 Phone in with Credit Card <u>Begins</u> December 21 Call 604-4900 to charge by phone using VISA or MasterCard.	 In Person <u>Begins</u> December 28 Office hours are Monday-Friday, 8:00 am-5:00 pm. Cash, check, credit card accepted. Register at 1205 S 70th Street. There is a registration desk in the lobby next to the elevators or on the 4th floor.	 Online Registration <u>Begins</u> January 3 www.wawmrec.com A nonrefundable convenience fee will be assessed to use this service. If the program you are interested in is not listed, please call 604-4900 for further information.	 Non- Resident Registration <u>Begins</u> January 3 All non-resident registration received prior to January 3 will be processed in the order it was received.
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Registration Is Easy!

Residents and Non-Residents can register in 5 hassle free ways. The West Allis-West Milwaukee Recreation Department welcomes mail-in, phone-in, walk-in, drop box and online registrations. Remember to register early for your best chance to get in the program of your choice. Early registration also helps to prevent cancellations due to low enrollment. We welcome cash, check, VISA and Master Card.

Volleyball and Indoor Soccer and the afterschool SAFE and REACH programs have designated deadline dates. Please refer to the activity guide program articles for registration deadline dates.

Registration will continue to be accepted until a program has started or has reached maximum enrollment.

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 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 Dustin Smith, 604-4938.
6. A full refund will be given when the Recreation Department cancels a class.

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/mailling costs. To avoid administrative charges you can request your overpayment be credited to your account for future use.

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 with cash or if the 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.**

Confirmation Notices

Your receipt is your confirmation. You will not receive additional confirmation of program registration. Please provide an email address for receipt to be sent to or if you prefer to have it US mailed, you will need to include a self-addressed stamped envelope with your registration.