



## REGISTRATION FORM

Participant's Full Name:	
Date of Birth (m/d/y):	Gender: Male <span style="margin-left: 100px;">Female</span>
Street Address:	
City: Postal Code	
Full Name of Parent(s) / Guardian	
(Mother):	(Father):
Full Address (if different from that of Participant):	
Phone Numbers:	
Home:	
Work (Mother):	(Father):
Cell (Mother):	(Father):
E-mail Address(es):	

<b>Medical Considerations:</b> (recent procedures, conditions, food allergies, medications effects, seizures, mental health, etc.)	
<b>Behavioral Considerations:</b> (any experience with anxiety, high level of stress, or have any behaviours you feel we should be aware of? Are there any "triggers" - crowds, loud noise, etc. that should be avoided?)	

<b>Support with challenging situations:</b> (how can we provide the best through a challenging situation?)	
<b>Goals we can help with:</b> (how can we provide the best support for attaining community goals)	

I \_\_\_\_\_ have read and understand the following Terms and Conditions of Service:

- Refund and Cancellation information
- Media Release Consent form
- Waiver of Liability
- Health and Safety
- Inclement Weather

**Individual's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness' Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## PUBLICITY AND RELEASE FORM

I hereby authorize my name, likeness, image, voice, interview, and performance to be used for the education, public relations and fundraising purposes of Springboard Services. I also authorize pictures (photographs/videotape/film) of myself to be taken for these purposes.

I understand that some examples of such uses are: the annual report, newsletters, brochures, slide shows, videotapes, displays, posters or billboards, releases to newspapers, Springboard's social media websites, production and television stations. My consent is for such purposes as the agency may consider appropriate, and is not limited to these examples.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature of Witness Date

**In the event that an individual is under 18 years of age or lacks the capacity to give consent or lacks the ability to understand the issue of consenting to publicity, consent of the parent or legal guardian or next of kin is required.**

I hereby state that I am the parent or legal guardian or next of kin of the above-mentioned individual and give consent for this person to be involved in Springboard Services publicity as stated.

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Next of Kin

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



# Discovery Club - Fee for Service Cancellation & Withdrawal Information

We understand that there are times when cancellation of a class is necessary, and we try to accommodate all requests for a refund. Please see the table below for refund terms and amounts:

Reason	You Will Receive	Notes
Activity Cancellation	<ul style="list-style-type: none"><li>A full credit or refund</li></ul>	<ul style="list-style-type: none"><li>We may cancel an activity due to low enrolment or unforeseen circumstances</li><li>Every effort is made to accommodate the participants in another activity, but if not possible, a refund will be issued</li></ul>
Medical	<ul style="list-style-type: none"><li>A pro-rated refund, less administration fee of \$35.00</li></ul>	<ul style="list-style-type: none"><li>A medical certificate (doctor's note) is required</li><li>Request must be made before mid-point of activity/camp</li></ul>
Activity Withdrawal 2 weeks before activity starts	<ul style="list-style-type: none"><li>A full refund, less administration fee of \$35.00</li></ul>	<ul style="list-style-type: none"><li>Requests must be made a minimum of 2 weeks before the scheduled start of an activity</li></ul>
Activity Withdrawal less than 2 weeks before activity starts	<ul style="list-style-type: none"><li>A 50% refund, less administration fee of \$35.00</li></ul>	<ul style="list-style-type: none"><li>Notification of withdrawal must be made at least 2 weeks before activity is scheduled to begin for full refund</li></ul>
Activity withdrawal after activity starts	<ul style="list-style-type: none"><li>Sorry, no refund</li></ul>	<ul style="list-style-type: none"><li>Once an activity has started, even with no attendance, a refund will not be issued</li></ul>

## **Please note:**

All requests for a refund must be made in writing and be accompanied by the original receipt.

Non-attendance does not constitute notice of withdrawal.

**Missed Classes:** In the event that a participant is unable to attend a class, please contact us as soon as possible. We will work together to schedule an alternative date or credit the account. Please note that continued missed classes may result in loss of placement and/or credit or refund.

**Payment:** We request full payment of activity fees at the time of registration. Payment by cash, cheque or money order are acceptable methods of payment for all activities. For alternative arrangements, please make your request in writing.

**Health and Safety:** We reserve the right to ensure the health and well-being of all participants. Participants will be sent home, if there is infectious illness identified that may pose a risk to either staff or participants.

**Waiver of Liability:** We shall not be liable, either directly or indirectly, for any claims, or any damages, costs and expenses, including but not limited to personal injury, property damage or lost or stolen property, arising from or connected with participation in any activity contemplated by a registration, whether or not such injury, damage or loss occurred as a result of any negligence, negligent misrepresentation, breach of statutory duty, breach of the Occupiers' Liability Act and/or breach of contract on the part of the organization.

**Inclement Weather:** In the event of inclement weather we will make every effort to add an additional class at a later date to make up for the missed class.

