

Borough of Forest Hills
RECREATION PROGRAMS
REGISTRATION POLICY

- All registrations must be made through the borough office.
- Instructors shall inform anyone contacting them re: registration that they must contact the borough office and submit all checks payable to the Borough of Forest Hills by the established due date to the office.
- Instructors are not to accept checks or registrations except as noted below.
- Minimum class sizes shall be established in order that registrations/checks received are sufficient to cover the full cost of the class including any instructor salaries and materials. If the minimum class size is not reached by the established deadline date then the class must be cancelled and the instructor immediately informed of the cancellation. Those registering for the class must be informed of the cancellation no later than 5 days prior to the start of the class and must receive a full refund and/or must have their checks voided and returned.
- The intent of the deadline date is two fold and should be established with this in mind:
 - To allow instructors to have sufficient time to prepare
 - To provide sufficient time to notify instructors that the class is cancelled
 - To allow registrants sufficient time to be notified should the class require cancellation.
- If the program has enough registrations to hold it by the deadline date we will continue to take registrations until the class is filled.
- If there is room in a class an instructor may accept registrations at that time only but must turn over any registrations and checks received to the office on the next business day. All checks must be made payable to the Borough of Forest Hills.
- A late fee may be charged as established by the Marketing & Events Director for any registrations received after the deadline date.
- The Marketing and Events Director shall establish criteria based on this policy for:
 - Refunds
 - Cancellation for inclement weather or other reason
- Registration lists must be made available to the instructors prior to the first day of class. The instructor shall notify the Marketing & Events Director of any changes to the registration list no later than the next business day immediately following the second class.

Steven J. Morus
Borough Manager