

# Leduc Recreation Centre Program and Registration Information



## registration dates

Member Registration      Friday, March 11 at 8:00am  
Open Registration         Monday, March 14 at 8:00am

## registration options

### online

Log on to [www.leduc.ca/ezrec](http://www.leduc.ca/ezrec) and follow registration instructions. You will need to have your Family PIN and client number as well as the course number and/or barcode. Payment options include Visa, MasterCard or American Express.

### in person

Stop by the Leduc Recreation Centre and visit one of our Guest Services Desks during regular hours of operation. You will be asked to provide your home phone number or create an account if this is your first time registering for a LRC program. Have the course number and/or barcode ready. Payment options include Visa, MasterCard, American Express, cash, debit card or personalized cheque.

Cheques are to be made payable to the City of Leduc. Postdated cheques will not be accepted.

A \$35 charge will be applied to all NSF cheques.

### by phone

Phone 780.980.7120 during regular hours of operation. You will need to have your home phone as well as the course number and/or barcode. Payment options include Visa, MasterCard or American Express.

## registration information

### fees

Fees must be paid in full at the time of registration. All fees include GST (where applicable).

### program waiting lists and cancellations

Waiting lists will be taken for all programs. If demand is sufficient and appropriate time, space and instructors are available, classes may be added. Program will be cancelled or combined due to low registration one week prior to the program start date.

Register early to avoid disappointment

### withdrawals and refunds

Full refunds will be provided for courses cancelled by the City of Leduc. If space permits, you can transfer into another program.

If withdrawing from a course more than seven days before the program start date, there will be no charge if leaving the fee on account for future use. If requesting a refund, a \$7 administration fee will be applied per course withdrawal.

No refunds will be issued on withdrawals received within seven days of the program start date or after the program has commenced unless approved by a programmer and only for extenuating circumstances. When approved by a programmer an administration fee will be charged for all withdrawals not supported by a medical certificate. Refunds will be prorated according to the number of classes attended



For more information on our programs and registration options please stop by the Leduc Recreation Centre, phone 780.980.7120 or visit [www.leducleisure.com](http://www.leducleisure.com).