




Registration Information

Winter 2012

Several convenient options to register
for City of Leduc programs

LRC Member Registration **Tues, Dec 13**
10am Online Only 5pm In Person/Phone

Open Registration **Thurs, Dec 15**
10am Online Only 5pm In Person/Phone

Method	What do you need when registering?	What should you do?
 online	<ul style="list-style-type: none">Family PIN number and client numberCourse number / barcodeVisa, MasterCard, American Express number and expiry date	<ul style="list-style-type: none">Log on to www.leduc.ca/ezrec and follow online registration instructions.
 in person	<ul style="list-style-type: none">Family PIN number, client number or home phone numberCourse number / barcode or course title and day of the week and timeVisa, MasterCard, American Express number and expiry dateCash or debit cardPersonalized cheque (postdated not accepted)	<ul style="list-style-type: none">Visit the Leduc Recreation Centre during hours of operation at 4330 Black Gold Drive in Leduc.
 by phone	<ul style="list-style-type: none">Family PIN number or home phone numberCourse number / barcode or course title and day of the week and timeVisa, MasterCard, American Express number and expiry date	<ul style="list-style-type: none">Phone 780-980-7120

Fees

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

Please make cheques payable to the City of Leduc (only available for in person registrations). A \$25 charge will be applied to all NSF cheques.

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 (7) 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 \$7.00 administration fee will be applied per course withdrawal. No refunds will be issued on withdrawals received within seven (7) days of the program start date or after the program has commenced unless approved by a programmer and only for extenuating circumstances.

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.

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.

Programs will be cancelled or combined due to low registration one (1) week prior to the program start date. Register early to avoid disappointment.

**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.**