

## Registration for Cultural Classes

Registration for all recreation and cultural classes is required in advance. All sessions are offered on a monthly basis unless otherwise noted.

### **MAIL-IN REGISTRATION**

Mail-in registration will be accepted from the first of the month to the 20<sup>th</sup> of the month for enrollment in classes beginning the following month. NOTE: Mail must be postmarked no later than the 20<sup>th</sup>. PLEASE DO NOT SEND CASH!

To register, complete the Registration Form for recreation and cultural classes, include a cashier's check or money order made payable to "City of Inglewood" and send to:

Parks, Recreation and Community Services Department  
ATTN: Cultural Section  
One Manchester Boulevard, Suite 500  
Inglewood, CA 90301

### **GENERAL REGISTRATION**

General registration will be taken at Inglewood City Hall – Parks, Recreation and Community Services Department Office – One Manchester Blvd. (Seventh Floor - Ste. 700) – from 8:00 a.m. to 5:00 p.m., Monday through Friday. **General registration is taken up until the 20<sup>th</sup> of each month.**

Registration taken via mail-in and at City Hall will be given enrollment and waiting list priority.

### **ONSITE REGISTRATION**

Participants may register the third full week of the month, from 5:00 p.m. to 9:00 p.m. at the site the class is being offered. The dates are as follows:

<b>REGISTER</b>	<b>FOR CLASS HELD IN</b>
September 21-25, 2009	October 2009
October 19-23	November
November 16-20	December
December 21-24	January 2010
January 18-22, 2010	February
February 15-19	March
March 15-19	April
April 19-23	May
May 17-21	June
June 21-25	July
July 19-23	August
August 16-20	September

### **PAYMENT METHOD**

All fees must be paid by cashier's check or money order. No cash will be accepted.

### **REFUND POLICY**

A full refund will be given for cancelled classes. All other requests for refund must be made in writing and received prior to the second class meeting. Please allow 4-6 weeks for processing.