



RCC CLASS/WORKSHOP/TRIP REGISTRATION INFORMATION



REGISTRATION SCHEDULE

Fall: August 1 Residents/August 8 Non-residents | Winter/Spring: December 1 Residents/December 8 Non-residents

Summer: May 1 Residents/May 8 Non-residents

3 EASY WAYS TO REGISTER:

In Person ✦ By Fax: (703) 476-2488 ✦ By Mail: Reston Community Center, 2310 Colts Neck Rd, Reston, VA 20191

SMALL DISTRICT 5

- Residents of Small District 5 are eligible for priority registration and reduced program rates.
- Residency status is determined by whether the patron resides or works within the boundaries of Small District 5.

PRIORITY RESIDENT REGISTRATION

- Registration for Small District 5 residents.
- Registration received during this time will be processed daily by a randomized lottery.
- Due to the large number of registrations received, availability is not immediately known.
- RCC will not process your payment until your enrollment has been confirmed.

NON-RESIDENT REGISTRATION

- Non-Resident registration follows the end of priority resident registration.
- All non-resident registration forms received prior to the close of the priority resident registration period will be processed using a randomized lottery.

PROGRAM FEES

- Program fees are listed in this guide as resident/non-resident (e.g., \$2/\$4).
- Seniors (ages 55 and up) receive a 20% discount on class fees (except in cases where the class fee is payable to someone other than RCC). This discount does not apply to Senior Programs, Adult and Family trips, or drop-in programs.
- Patrons under age 55 can register for Senior Programs if space is available after priority registration. Program fees will be doubled.

REGISTRATION FORM

- Family members living in the same household should complete a single registration form.
- Patrons residing in separate households who wish to enroll in the same class or activity must complete separate registration forms and staple them together.

PAYMENT

- Payment is required upon registration.
- Pay by cash, check (payable to the Reston Community Center), money order, MasterCard or VISA.
- Unless stated, supply fees are in addition to registration fees.
- Payment for supplies are made separately, usually to the instructor during the first class.
- Cash payments cannot be accepted during priority registration.

CONFIRMATION

- Confirmation for registrations will be mailed to you.
- Please keep a record of the classes in which you have enrolled and their starting dates and times.
- The confirmation will indicate if you are waitlisted or enrolled.

CLASS, WORKSHOP & TRIP

REFUND/CANCELLATION POLICY

- Written refund requests received 14 days or more prior to the start of a class, workshop or trip will receive a full refund less a 20% processing fee.
- Refund requests received less than 14 days before the start of a class, workshop, or trip will be granted only if another registration is received in its place, less a 20% processing fee.
- Refund checks will be mailed by Fairfax County in 4–6 weeks.
- If the minimum enrollment has not been met 7 days before the start of a class, RCC reserves the right to cancel the class and a full refund will be issued.
- RCC reserves the right to substitute instructors without notice.
- RCC will make every attempt to reschedule cancelled sessions. If time or room availability do not permit rescheduling, no refund or credit will be given.

INCLEMENT WEATHER POLICY

RCC follows the Fairfax County Government's inclement weather policy (not Fairfax County Public Schools' policy). Call RCC at (703) 476-4500 to see what policy is in effect.

If Fairfax Co. Govt. declares unscheduled leave for employees:

- All classes and workshops are cancelled.
- Make-up classes will be scheduled if possible.
- No refunds will be issued.

If Fairfax County Government is delayed in opening:

- All classes/workshops scheduled prior to noon are cancelled.
- No refunds will be issued.
- Normal programming and hours resume at noon.
- Morning rentals are unaffected.

If Fairfax County Government is closed:

- RCC will be closed and all classes are cancelled.
- Make-up classes will be scheduled if possible.
- No refunds will be issued.

ADA ACCOMMODATIONS



Fairfax County's programs, services and facilities are available to all citizens regardless of race, color, national origin, sex, age or disability. For additional information regarding reasonable accommodations and support provided to facilitate participation for individuals with disabilities, call (703) 476-4500 or TTY (800) 828-1120. Request for accommodations must be received 10 working days prior to the class start date.

CLIENT SATISFACTION

Our goal is to make your experience at a RCC a positive one. Please let us know if you have any concerns or problems.

