

Registration Processing

Easy Ways to Register

■ ONLINE

Just click on the green "Register" button in the upper right corner of any page of our website, or on a seven-digit activity number, which will link you to our online registration system. Online registration begins at midnight on the registration start date.

■ MAIL/FAX

Mail a completed registration form with payment in the form of a check, money order or credit card to: McLean Community Center, Attn: Registrar, 6645 Old Dominion Dr., McLean VA 22101. Completed forms may be faxed to 703-653-9435.

■ IN PERSON/DROP OFF

You may register in person at the Center from 9 a.m. to 5 p.m., Monday through Friday. At other times, drop a completed registration form and payment (in the form of a check or money order, or by completing the credit card information on the form) into the registration box.

Registration Begins

- Registration begins on **Monday, Aug. 13**, for MCC tax district residents
- Registration begins on **Monday, Aug. 20**, for all others. All mail-in and drop-off registration forms received before the designated registration date will be processed on the designated date.
- Instructors may not accept registrations or extend verbal commitments.

Payment

- Payment is due at the time of registration in the form of a check, money order or credit card (American Express, Discover, MasterCard, or Visa) number with expiration date. If paying by check, please make payable to McLean Community Center, unless otherwise noted.
- Receipt confirmations will be emailed. If no email address is provided, receipt confirmations will be mailed.

Senior Discounts

- Senior citizens (age 60 and older) are eligible to receive a ten (10) percent discount on classes except where noted.
- Senior discounts are not available for tours and other activities.

Materials Fee

- All materials fees are due to the instructor on the first day of class, unless otherwise noted.

Class and Activity Refund Policy

- All withdrawals, refund and cancellation requests must be submitted in writing to registrar@mcleancenter.org.
- Patrons who submit refund requests 14 days or more before the start date of a class or activity, will be granted a refund, minus a \$25 processing fee. Refunds requested less than 14 days before the start date of the class or activity will not be granted.

Restrictions

- Once a class, camp or activity is in session, refunds may be granted only for medical reasons or for extenuating circumstances as determined by the General Programs Director and the Registrar. Medical requests must be accompanied by a doctor's note (verification).

Absences from Class

- Absences and personal scheduling conflicts are not reimbursable.
- The Center is not obligated to make up classes due to absences and personal scheduling conflicts. However, each instructor has her/his own make-up policy; arrangements for make-up classes are scheduled through individual instructors. Please do not contact the Center.

General Information

Holiday and Inclement Weather

- See MCC's holiday schedule on the table of contents page (p. 1).
- The class program follows Fairfax County Public Schools' inclement weather policy. In case of inclement weather, check our website (www.mcleancenter.org), call 703-790-0123, TTY: 711 (hearing impaired), or listen for cancellation information on local radio stations.

- Classes canceled due to inclement weather will be rescheduled, if possible. If not, a prorated refund will be issued.

ADA Accommodations

- To make arrangements for accommodations in accordance with the Americans with Disabilities Act (ADA), please mark the appropriate box on the registration form so the Center may contact you to ascertain your needs.
- Accommodation request should be made no fewer than 14 working days prior to the start of the activity by calling the Center at 703-790-0123, TTY: 711 (hearing impaired) to make arrangements. For more information, contact the Registrar at 703-790-0123, TTY: 711.

Travel and Tour Policies

See page 44 for full Travel and Tour policies.



Celebrating 50 Years of Service: Join Friends of the MCC Today!

The Friends of the McLean Community Center founded and helped support development of the Center. Today, they remain committed to helping support its many programs and activities. If you enjoy the MCC and want to amp up your appreciation and involvement in Center endeavors, then join Friends today. Become a part of this legacy of achievement and support Friends with your \$25 tax-deductible membership. In appreciation, Friends members receive special benefits as pre-sales and registrations allow.

Join & Learn More at: www.FriendsMCC.com

If you have questions about Friends or would be interested in making a donation, please email Friends at info@friendsmcc.com.

You may also reach a member of the Friends Board by calling 703-790-0123, TTY: 711.

REGISTRATION FORM

- ★ Please make checks payable to **McLean Community Center**.
- ★ Staple checks for class fees to this form. If faxing form, complete credit card information.
- ★ Mail, fax or bring form to: McLean Community Center, 6645 Old Dominion Dr., McLean, VA 22101.

Have you registered to receive our e-mail newsletter?

YES NO

Would you like to?

YES NO

PHONE: **703-744-9365**, TTY: 711 FAX: **703-653-9435**

- ★ To register online or to submit an application by e-mail, visit our website: **www.mcleancenter.org**.

(Adult or Parent Name) LAST FIRST D.O.B. E-MAIL: _____

ADDRESS HOME PHONE _____

CITY STATE ZIP WORK PHONE _____
 MCLEAN TAX DISTRICT RESIDENT NONRESIDENT CELL PHONE (optional) _____

COMPLETE ONE LINE FOR EACH REGISTRATION

Activity	Activity Name	Name of Registrant	D.O.B.	Sex	Activity Fee
Total Activity Fee					
Senior Class Discount					
TOTAL DUE:					

REGISTRATION BEGINS:

RESIDENTS: **Monday August 13, 2019**

NON-RESIDENTS: **Monday, August 20, 2019**

Check here if **ADA** accommodation is needed.

How did you hear about this class/activity? _____

- MC AMEX
 VISA DISCOVER

Credit Card # _____

Expiration date



Signature _____

To become a member of Friends of the McLean Community Center, you may charge your \$25 tax-deductible membership at **www.FriendsMCC.com** or you may enclose a separate check made payable to Friends of MCC with this registration.

The McLean Community Center reserves the right to photograph and videotape all of its activities, events, classes, programs and facilities for promotional purposes.

I have read and agree to participate in the activity/event according to the registration procedures stated on page 40: _____
(Please initial here)

FOR OFFICE USE ONLY

Check # _____ Check Amt. \$ _____ Written By: _____ Materials Check # _____ Check Amount \$ _____

Check Returned _____ Check Refunded _____ Other Notes _____