

## Newburyport Youth Services Policies

This is a list of NYS policies regarding registration; a handbook of policies for programming is available on the website as well.

### TUITION:

Tuition varies for each course and is specified in each course description. Tuition must be paid at the time of registration. Credit cards are not accepted. Cash or checks only (payable to the "City of Newburyport.") All fees include a \$10 Administration Cost.

**SUPPLY FEE:** When applicable, approximate cost of the supplies is listed in the course description. Supply fees are often paid in class directly to the instructor

**Financial Assistance:** We would like to make these programs accessible to all of our city's youth. Please contact us if you need financial assistance. Scholarships are available.

### EMERGENCY INFO:

An Emergency Information Sheet is needed for each child age 18 and under. This includes medical and behavioral information as well as emergency contacts and a liability waiver.

**LIABILITY:** Participants agree to forever release the City of Newburyport from any and all claims from participation in NYS's voluntary programs. A complete liability statement is on file at NYS.

**PHOTO PERMISSION:** Participants in NYS sponsored activities permit the taking of photos and videos of themselves and their children for publication and any use, as NYS deems necessary.

### CANCELLATION POLICY:

**CANCELLATIONS:** Youth Services reserves the right to cancel any program due to under enrollment or unforeseen circumstances. Our Refund/Cancellation policy is online.

**WEATHER RELATED CANCELLATIONS:** Call our office 978-465-4434 for weather related cancellations or announcements (such as location change).

### WITHDRAWALS and REFUNDS:

**Withdrawals:** Students withdrawing are asked to give notice at least two weeks prior to program start date. **Refunds:** In the event NYS cancels a program, a complete refund to the student will be made. Checks

are not deposited until the program has been confirmed. In case of cancellations; checks will be voided and returned to you. Deposited checks will be refunded but may take up to three weeks. A participant who withdraws at least two weeks prior to the class start date will be given a refund, minus a \$10.00 administration fee. Location of classes and/or fields is subject to change. This is out of the hands of NYS and there will be no refunds for class location changes. Refunds are not given for special events involving ticket purchase or if NYS has incurred an expense on your behalf. Consult the NYS office. You must request a refund in writing.

**NON-RESIDENTS:** There is an additional \$10 fee per course for non-residents., NYS reserves the right to give priority to residents.

### WAYS TO REGISTER:

For your registration to be complete, include:

1. Registration form for each child
2. Emergency Information Form for each child
3. Provide payment by including a check, payable to the City of Newburyport. Please do not mail cash. OR have spoken to NYS about Financial Aid

Registration IS FIRST COME FIRST SERVE. Families may register for one other resident family on Registration Night, providing all registration information is 100% complete— No exceptions.

It's OK to photocopy the registration form or print more from our web site.  
[www.newburyportyouthservices.com](http://www.newburyportyouthservices.com)

**Confirmation:** We email confirmations: You will be notified if the program is full and you are placed on a waitlist. If you do not provide an email, please call to confirm.

Mail your registration forms (Both Registration and NYS Emergency/Release form) and payment to the address below.

Mail: Newburyport Youth Services  
60 Pleasant Street, Newburyport, MA 01950  
Drop Box Located in the front of City Hall.  
Phone registrations are not accepted.