



# THREE WAYS TO REGISTER

## By Mail:

Lakeview High School  
Attn: Amy Jones  
15060 Helmer Road South  
Battle Creek, MI 49015

## Fax:

Attention: Amy Jones  
(269) 565-3717

## Pay Online:

Through SchoolPay at  
[www.lakeviewspartans.org](http://www.lakeviewspartans.org)  
(See instructions under  
Payment Procedures to the left)

Sorry, we can no longer accept  
phone registrations!

### REGISTRATION PROCEDURES

- Register & pay: by mail, by fax or SchoolPay online.
- Each participant must have a separate registration form; the registration form may be reproduced for additional registrants.
- Early registration is advised. Some camps have limited space and fill quickly, and not enough participants by the registration deadline may result in the cancellation of the camp.
- Registrations are taken in the order they are received.
- Pre-registration is required for all camps unless otherwise noted.
- Payment must accompany registration.
- **Confirmation of your registration will not be sent. You will be notified only if the camp is full or cancelled.**

### PAYMENT PROCEDURES

- Camp fees may be paid by cash, check or credit card, or online through SchoolPay .
- Payment information must accompany registration.
- Make checks payable to: Lakeview High School.
- **Instructions for paying through SchoolPay:**  
Go to [www.lakeviewspartans.org](http://www.lakeviewspartans.org), then to the High School page. On the left side of the high school page, click on "Athletic Camps then you select the Pay online option and, select appropriate camp. **Paying online through SchoolPay only, DOES NOT register your child- you must complete and return the registration and signed waiver forms to us by the June 2nd deadline to avoid the \$10.00 late fee.**
- Please include a \$10.00 late registration fee if registering or paying after the June 2nd deadline. Registrations must be postmarked on or before the June 2nd deadline to avoid the late fee.

### REFUND POLICY

- Full refunds are paid if the camp is cancelled due to insufficient enrollment.
- If you cancel five or more working days prior to the first day of camp, your money will be refunded minus a \$5.00 processing fee.
- If you cancel less than 5 working days prior to the first day of camp, your money will be refunded, minus a \$5.00 processing fee and any direct class costs incurred (example: camp insurance).
- No refunds will be paid after a camp begins.
- Please allow 2-4 weeks processing time for all refunds.

### WEATHER RELATED INFORMATION

Weather related cancellations will be posted to our website and sent to the local radio and television stations. Please talk to your camp coach regarding make-ups for the cancellation.

**For summer camps held outdoors:** Cancellations due to non-severe weather is at the discretion of the coach. Please check with the coach on the first day of camp regarding their procedures and policies for "rain days".

### Please include all information requested:

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

(NO.) (STREET)

(CITY) (STATE) (ZIP)

Phone#: \_\_\_\_\_

WORK/CELL # \_\_\_\_\_

Birthday: \_\_\_\_\_ **REGISTER FOR GRADE NEXT FALL**

**CAMP NAME:** \_\_\_\_\_

**SESSION #** \_\_\_\_\_

**CAMP DATES:** \_\_\_\_\_

**CAMP TIME:** \_\_\_\_\_

T-SHIRT SIZE: (CIRCLE ONE)

**YOUTH : Med Lg XL**

**ADULT: Sm Med Lg XL XXL**

**FEE: \$** \_\_\_\_\_ **CASH OR CHECK #** \_\_\_\_\_

(Make check payable to:  
Lakeview High School)

**Check box if camp fee was paid online through SchoolPay** (make sure you still send in this registration form and Insurance Waiver by the deadline, June 2nd).

**Include \$10.00 late registration fee after June 2<sup>nd</sup> deadline (must be post marked by June 2nd).**

**\*\*\*We will need a Registration form for EACH camp**

**Questions regarding the registration process?**

Please call Amy Jones at (269) 565-3711 between 7:00 a.m. and 3:30 p.m.

Email: [ajones2@lakeviewspartans.org](mailto:ajones2@lakeviewspartans.org)

