



## Final Registration Form (Step 3)

Once you have locked in your rate with the Pre-Registration Form and deposit (Step 1), and sent in your Registration Form and 50% payment (Step 2), complete this Final Registration Form (Step 3) and return to CityConnexx with your final payment due **4 weeks** before your arrival date. See page 2 for minimum group size, cancellation policy and late charges.

(Step 4) CityConnexx Participant Medical/Release copies are due **2 weeks** before your arrival date and originals are due **onsite** the first day.

### 1. Contact Information:

Church/Org Name \_\_\_\_\_

Group Leader \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

### 2. Group Information:

Final number of participants in your **group** \_\_\_\_\_ = \_\_\_\_\_  
(how many students/adults have committed to attend)

Final number less FREE Alumni Registrations \_\_\_\_\_ = \_\_\_\_\_  
(1 FREE registration with 10 paid for returning group leaders and/or churches)

Group **rate** \_\_\_\_\_ x \$ \_\_\_\_\_  
(rate locked in with Pre-Registration Form Step 1)

Final group total \_\_\_\_\_ = \$ \_\_\_\_\_

### 3. Payment:

Non-Refundable Deposit \_\_\_\_\_ - \$ 400.00  
(received with Pre-Registration)

50% Payment \_\_\_\_\_ - \$ \_\_\_\_\_  
(received with Registration)

Balance due with Final Registration Form \_\_\_\_\_ = \$ \_\_\_\_\_  
(due 4 weeks before arrival date)

Check (make payable to CityConnexx)       Visa       MasterCard       AmExpress

Cardholder's Name \_\_\_\_\_

Statement Address \_\_\_\_\_

Statement City/State/Zip \_\_\_\_\_



Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

For security, check here if you would like CityConnexx  
to call for the credit card number

SIC Code \_\_\_\_\_  
(3 digits on back)

Signature of Cardholder \_\_\_\_\_

**Minimum Group Size:**

A minimum group size of 10 is required for all 4 day + mission trips.  
A minimum group size of 15 is required for 3 day micro mission trips.

If your final number is less than the minimum requirement, final payment for minimum size is required.

**Cancellation Policy:**

The Pre-Registration deposit of \$400 is non-refundable if your group cancels.

The Registration and 50% payment due 8 weeks before your arrival date is non-refundable and is based on an estimated number of participants which can be adjusted with your final registration and will be applied toward your final payment.

The Final Registration and final payment due 4 weeks before your arrival date is non-refundable and is based on the final number of participants at that time. In the event an individual needs to cancel after Final Registration has been received, the entire fee is transferable to a new participant. New participants may also be added before your arrival date.

**Late Charge:**

If Registration and 50% payment is not received/postmarked 8 weeks before your arrival date, a 10% late charge will be added.

If Final Registration and final payment is not received/postmarked 4 weeks before your arrival date, a 10% late charge will be added.

**CityConnexx**

A program of YouthPartnersNET  
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