



Registration Form (Step 2)

Once you have locked in your rate with the Pre-Registration Form and deposit (Step 1), complete this Registration Form (Step 2) and return to CityConnexx with your 50% payment due **8 weeks** before your arrival date. See page 2 for minimum group size, cancellation policy and late charges.

(Step 3) Final Registration and final payment is due **4 weeks** before your arrival date.

(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:

Estimate number of participants in your **group** _____
(how many students/adults are planning to attend at this time)

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

Estimated group total = \$ _____

3. Payment:

Estimated group total x 50% for payment due with this Registration = \$ _____
(deposit, alumni rate and final adjustments will be made to your final payment)

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.

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

Cancellation Policy:

The Pre-Registration deposit of \$500 (group size 1-29 people)/ \$1,000 (group size 30+ people) 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

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