

## Instructions for Fee Waiver Applicants

Along with new online registration policies for our program, changes have been made to the Civic Dance Arts Fee Waiver program.

1. Fee Wavier Applicants must go to a Recreation Center to be verified for the City's low income fee waiver program, prior to registering for classes.
2. Fee Waiver Applicants will now need to get verified before each new Semester.
3. We recommend setting up an appointment with the Center Director at your neighborhood Recreation Center to have them process your application before registration day- this will help speed up the registration process on June 24th.
4. You can also go to get verified and register for class on registration day (June 24<sup>th</sup>). Do know that not all recreation centers are able to process fee waiver applicants on the day of registration. Call beforehand to make sure.
5. Civic Dance Arts staff will be approving fee waiver applicants beginning at 9:00am on Saturday, June 24<sup>th</sup> at the War Memorial Bldg only (3325 Zoo Drive- North end of the Zoo parking lot). We will not be able to register you for class until 10am that day.
6. You MUST register for all your Civic Dance Arts classes at the site where you were Fee Waiver verified. You will NOT be able to register from home. If you go to get verified at City Heights Recreation Center, as an example, you will have to return back to City Heights Recreation Center to sign up for all dance classes there. You CAN register for all citywide classes you take at that location and at one time. So if you are enrolling in classes at Tierrasanta, Paradise Hills and City Heights (as examples)- you could sign up for all of them at City Heights on registration day.
7. Once you are Fee Waiver approved, all of the dance classes you sign up for will be free.

\*Go to [SDRecConnect](#) (link) to first create an account for parent/guardian/payor, and then add your student's information as a family member. If this is done prior to applying for Fee Waiver and class registration, it will simplify the process. Please include your email address.

More information about online registration and classes can be found at [www.civildancearts.org](http://www.civildancearts.org)

Civic Dance Arts Office: 619-235-5255 (Monday- Friday 9am-4pm)

