

# Shepherd's Center – Registration and Class Payment Policies

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## Registration – 3 Options

### 1. Online Registration

- Go to the Shepherd's Center website [www.shepherdscenter-wk.org](http://www.shepherdscenter-wk.org)
- Click on “programs” link in navigator bar
- Click on green “online registration” link
- Scroll down to find the class you want to attend and follow the prompts to register
- Payment options: online with credit card or mail a check
- Tip: if you would like to pay via credit card, go through the checkout process as if you are paying with a check. You will receive an automatic confirmation email with a link to pay by credit card.

### 2. Register via Email

- Send an email requesting registration to [ShepCtr@shepherdscenter-wk.org](mailto:ShepCtr@shepherdscenter-wk.org)
- Include the following information:
  - Name
  - Address
  - Phone number
  - The title of the class you want to attend and which month you want to register for
- You will receive an email confirmation with both online and mail payment information.

### 3. Register via Telephone

- Call (314) 395-0988 with all of the information listed in #2 above. If a person doesn't answer the phone, please leave complete registration information in a voice mail message.

### Important Details

- Please register for classes no less than 3 business days before the start date.
- Shepherd's Center staff and volunteer support is limited, we greatly prefer online and email registrations.
- In order to maintain social distancing, all class participants must be pre-registered, no walk-ins.

*Class payment policies on the next page*

# Class Payment Policies

## Payment

- Once registered, participants will have the option to pre-pay for classes weekly in person or monthly in person or online.
- Payments can be made in cash, check or with a credit card.

## Refunds

- Pre-paid class fees are non-refundable unless there is a medical emergency, a call to jury duty or if the Shepherd's Center cancels a class.

## Class Attendance

- If a weekly class is filled with a waiting list, the Shepherd's Center staff reserves the right to remove participants from the registration roster if they are no longer attending. In these instances, Shepherd's Center staff will consult with the participant before any changes are made.

## Guests

- Exercise class participants can request permission to invite a guest to attend one class for free in the spirit of "trying it out" before they register and pay. Requests should be directed to Shepherd's Center staff in advance. This policy only applies to classes that are not already filled to capacity.