

City of Longview Parks Department
Learn-to-Swim Transfer Request

Transfer Policy

Transfers can only be made **before** the registration deadline for any class. There is a \$5 fee for each transfer unless it meets one of the following conditions:

1. The participant's instructor recommends that he or she move up / down a level. (This normally takes place within the first two days of class.)
2. The participant completes a course and is recommended to repeat it, but is already registered in a later session for a higher level course
3. The participant completes a course successfully, but is already registered in a later session for the same level course

Parent/Guardian Name: _____

Child's Name	Add / Drop	Location	Level	Session	Time
Example:	DROP	Ingram	Level 1	Session 3	10:00 AM
Willie Transfer	ADD	LSC	Level 2	Session 4	11:00 AM
	DROP				
	ADD				

METHOD OF PAYMENT

<input type="checkbox"/> CHECK #	→ Check Payments Require →	DL#	DOB
<input type="checkbox"/> CASH	<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> MASTER CARD	<input type="checkbox"/> VISA
	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> AM-EX	
CARD NUMBER	EXPIRATION DATE		
CARDHOLDER NAME (PRINT)	SIGNATURE		

You email or fax this form to: parksinfo@longviewtexas.gov fax: 903-237-1389

Please Note:

No class transfers will be made for private or semi-private classes after the class registration deadline. After this time, PARD will not be able to offer you a transfer since classes are based on original attendance.

Office Use Only		
_____	_____	_____
Learn to Swim Coordinator	Date	Receipt Number