

****** Enrichment Policies. Please read thoroughly. ******

Retain this paper for your records.

Participants will be notified of changes in location, time, or class cancellation. In the event of inclement weather or instructor illness, participants will be notified, providing appropriate numbers are provided.

No sessions when schools are closed, if class housed in school facility.

All classes, with the exception of some language classes, are taught in English.

Wheelchair accessibility accommodations made with prior notification.

REMEMBER TO INCLUDE A DAYTIME PHONE NUMBER AND EMAIL, IN THE EVENT OF SCHEDULE CHANGE!

***DISCOUNTS:** Most classes have a 10% discount for senior citizens, students, or groups of 5. Some exclusions apply. Look for * beside excluded classes. Call for clarification if you have questions. No discounts on materials. **Participants are limited to 1 discount offer per class.** To take advantage of student or sr. citizen rate (65 or older), please enclose proof of age (copy of ID, license, etc.), or register in person at the office. For group rates, all 5 registrations must be received together.

All classes are **PREPAID. You are officially enrolled and placed on the roster as soon as we receive your registration form and payment. **CONFIRMATIONS ARE NOT SENT.***

Please try to register **AT LEAST 1 week prior to class date. In most cases, if class does not meet minimum enrollment 5 days prior to class it will be cancelled, so please register early.*

Refund Policy:

Total refund will be issued if class is cancelled. 80% refund will be issued only if students withdraw at least 2 weeks prior to 1st class, or unless a verified doctor's note is received. Each situation will be looked at on a case-by-case basis.

Registration must be made on official form and include proper signatures. Please include an email address if you have one. They are used only for communications between participants, instructors, and the Community Education office. Registration may be done in any of the following manners:

Mail-in: (with payment)

Community Education
1227 Westen Ave.
Bowling Green, KY 42104

Walk-In: (8:00 – 4:30, M-F)

1227 Westen Ave.
Across from CDS #10

Phone-In more information or to request a registration form. Call In registration is no longer accepted unless otherwise noted in class description. (270) 842-4281

To register for classes, please complete the registration form and return it to the Community Education office, 1227 Westen Ave., Bowling Green, KY 42104.

Retain this sheet for your reference.

Revised August 1, 2010

COMMUNITY EDUCATION ENRICHMENT REGISTRATION FORM



Pre-registration is required for most classes to guarantee class meets the minimum student count.

All registrations must be received on official registration form, please. Registration and payment must be received together—no faxes.

To take advantage of group rates, registrations must be received together.

Please fill in all information for office records and for notification in the event of last minute cancellations. Email addresses are NOT shared and are for communication purposes ONLY. Thank you.

**indicates required field.*

*Name _____ *Daytime Phone _____

E-Mail Address: _____ *Evening Phone _____

*Address _____ *City & State _____ *Zip _____

Class Title _____ Date _____ Time _____ Fee \$ _____

Class Title _____ Date _____ Time _____ Fee \$ _____

Class Title _____ Date _____ Time _____ Fee \$ _____

Total Payment Enclosed \$ _____

All participants must sign and date:

I understand that I am solely responsible for any medical expenses which may result from any injuries, including those resulting from on-site injuries. (If registering for minor child, guardian must sign.) I also agree to adhere to all refund policies as stated by Community Education.

Signature of Participant(s) _____ date _____

Signature of Participant(s) _____ date _____

Signature of Guardian, for minors _____ date _____

Please make payment to: **Community Education**