

HOW TO REGISTER

Registration is continuous throughout the session. We cancel classes due to low registration seven days prior to start date, so please register early!

IMMEDIATE REGISTRATION BY MAIL ONLY - Use a separate registration form and a separate check for each registration. **Registrations WILL NOT be confirmed. Assume you have been accepted in the course unless notified otherwise.**

IN PERSON - Starts on **February 9, 2009** - 90 Avenue C. Hours: 8:30 A.M. to 3:30 P.M. (No cash payments accepted.)

BY TELEPHONE or FAX - Starts on February 9, 2009. If you have Amex, MasterCard or Visa, you may register from 8:30 A.M. to 3:30 P.M. by calling 516 767-5470. For Fax registrations: 516 767-5479. Fax registration form with your credit card information and signature.

GENERAL INFORMATION

WHOMAYREGISTER - Resident and non-resident adults. Resident high school students, grades 9-12, with instructors' approval can be added after all interested adults are registered. Don't wait to register- your class may get canceled!

PRIORITY - Registrations will be processed in order of their receipt. Residents and employees of the Port Washington School District have priority over non-residents.

REGISTRATION FEE - Listed after each course description. Make check payable to **Board of Education, Port Washington**. **We do not pro-rate classes.**

NON-RESIDENT FEE - If you reside outside the Port Washington School District, and register for more than a single one-session course, a one-semester \$5 non-resident fee must be added to your registration fee.

SENIOR CITIZEN DISCOUNT - Any senior resident of the Port Washington School District, 60 years or older may register for selected courses at a reduced rate. Approved courses are noted with the symbol "SC." This reduced rate does not apply to materials fees. If requesting for the first time, please include proof of age with your mail-in registration (ex. photocopy of driver's license, medicare card, etc.).

REFUNDS - There is a \$5 processing fee for all refunds when requested at least one week prior to start date of class. **No refunds are permitted thereafter.** No refunds or credits given for missed classes under any circumstances.

TRANSFERS from one course to another are available **PRIOR** to the second session of the original course. No money is refunded on a transfer. You may transfer only within Port Washington courses. Transfer to a higher priced course requires payment of difference.

COURSE REGULATIONS - Courses that are offered to the Port Washington community are self-sustaining and can be held only when registration is large enough to cover costs. Courses are subject to adjustment in session or fee or to cancellation by the Port Washington Continuing & Community Education Program in the event of insufficient registration. **Instructors and location are subject to change (refunds are not permitted due to a change).**

CLASS TONIGHT? If schools are closed, adult classes will **NOT** meet. If storm conditions prevail in the afternoon, listen to your local radio and TV station for information concerning cancellation of classes or check the district website. Cancelled sessions will be rescheduled.

HEALTH: Participation in physically active courses is at your own risk. You are advised to check with your physician before the beginning of the class as to the appropriateness of the activity. The Port Washington School District is not responsible for personal injuries. Students should arrange for their own personal injury protection.