

NEW MILFORD ADULT EDUCATION POLICIES

REGISTRATION POLICY

- **Seating Availability:** Registration for enrichment courses is on a first-come, first-served basis.
- **Registration Availability:** Registrations are accepted once our brochure is distributed and our website is live.
- **Who May Enroll:** Enrichment classes are **only open to adults age 18 and over** unless otherwise stated. Residents of other districts are welcome with no additional out-of-district fee.
- **Senior Discount:** A **10% discount** is given to members of the community **age 62 and over**. Enter appropriate promo code online, or note 'Senior' on brochure registration form. **This discount does not apply to Certification Classes, Ed2Go Classes, Bundled Classes or classes with fees of \$35 and under.**
- **Email addresses are mandatory for all registrations** so that all registrants can be contacted electronically due to course cancellations.
- **Please do not wait to register.** It is advised that you register at least two weeks prior to the start date of class to avoid course cancellation. If there are not enough registrations by the week before the class, the course may be cancelled.
- **Please do not assume you can register the evening of classes.** Showing up the evening of a scheduled class could prove to be a waste of time as the class may have been cancelled or may have reached the maximum number of students allowable. It is highly suggested that you call first. However, keep in mind that calling the day the course is scheduled to begin will not resurrect it so **Please Register Early.**
- **3 Ways to Register:** You may register for classes in three (3) ways: **Online Registration, Mail - In Registration or Walk - In Registration**
- **Online registrations** are available by visiting www.newmilford.coursetorm.com. **It is mandatory to provide an email address for you and all the people you are registering** so they all may be individually contacted electronically in case of course cancellations. Additionally, please be sure to provide appropriate mailing addresses. Online payment is only available via credit or debit card. A minimal fee applies. Agreement to having read and understood our Policies is required.
- **Mail – In registrations** can be made by filling out our registration form completely, inclusive of your email address and signature that you have read and agreed to our Policies. Payment is only available by check (made payable to New Milford Adult Education) and can be sent to New Milford Adult Education, 388 Danbury Road, New Milford, CT 06776. A \$25.00 fee will be charged for any returned check.
- **Walk-in registrations** can only be accepted during New Milford Adult Education business office hours of Monday through Thursday from 3:00pm to 8:30pm. Fully completed registration forms, inclusive of email address and signature stating you have read and understood our policies, must accompany payment which is possible only by check (made payable to New Milford Adult Education) or cash, no Credit Cards. A \$25.00 fee will be charged for any returned check.
- **Room Assignments** will be posted inside the building entrance. Unless otherwise noted, classes will be held at New Milford High School.
- **Adult High School Completion Classes** are open free of charge to those aged 17 and older who are officially withdrawn from day school and who do not have a United States High School or state-issued diploma.
- **ESL Classes** are open free of charge.
- **Bundled Pricing:** Some classes are grouped together for a discounted price. Bundled pricing is contingent upon all classes in that package running.
- **Fees:** A \$25.00 fee will be charged for any returned check
- **Trips:** Run rain or shine, and are non-refundable unless trips are cancelled. Senior discounts do not apply.

REFUND POLICY

- **Cancelling your registration:** Trips and Classes require a minimum number of attendants to run. Trips are non-refundable unless they do not run. Class refunds will only be issued if you withdraw your class registration *five (5) business days, prior to the course's scheduled start date *(**not including dates the school is closed – see 'School Closures' in School Cancellation Policy**). If you wish to cancel within

the allowable time frame, please do so by contacting us via email at adulted@newmilfordps.org or by phone at 860-350-6647 x1170 during business hours (see page 1).

- **Course Cancellations:** Full refunds will be given if a course is cancelled by New Milford Adult Education due to insufficient registrations or unforeseen circumstances. Notification of cancellations will be sent electronically upon immediate notification of the former and *two (2) business days before the class was scheduled to begin for the latter. Classes missed due to inclement weather will be made up. If an instructor is not able to do so, an amortized refund will be given. See '**School Cancellation Policy**' for procedures to take due to cancellations caused by inclement weather.
- **Credit Card transactions over 90 days** will be issued in the form of a check.
- **No refunds** can be given after a class has started. If a class is cancelled mid-stream, an amortized refund will be issued.
- **Student's absence(s):** A student's absence(s) from a class does not result in a refund, credit or makeup session.

SCHOOL CANCELLATIONS POLICY

- **School Closures:** Adult Education classes held at New Milford High School will not be held when schools are closed for vacation, holidays, teacher schedule conflicts, day school schedule conflicts or inclement weather. *A listing of these dates (with the exception of inclement weather dates) can be found at the end of this section. *These dates cannot be counted as a "business day" when needing to withdraw a registration or request a refund within the stated REGISTRATION or REFUND policies.
- ***Winter/Spring 2019 SCHOOL CLOSURES are as follows: Jan 1, 21; Feb 18, 19; Mar 14, ; April 15-19; May 27.**
With the exception of the McCarthy Observatory, and possibly the Certified Nursing Assistant Program, classes will not be scheduled on these dates.
- **Inclement Weather:** If the day program has an early closing due to inclement weather, there will be no Adult Education that evening if class is scheduled to take place at the school. If inclement weather begins in the afternoon, please call 860-350-6647 X 1170 and listen to the message. **Closing information will also be posted on TV Channels 3, 6, & 8.** Classes canceled due to inclement weather are made up by adding classes at the end of the run of the course. If a class cannot be made up by New Milford Adult Education, a refund will be issued for the missed class. If a class is made up and a student cannot attend that make up class, they cannot receive a refund for that class. If a class takes place off-site (a location other than the school), registrants will be notified via email as to whether or not the class will occur. This cancellation will depend on the status of the location the class is to be held.

DISCLAIMERS

- **Fitness Classes:** All Fitness classes are taken at the participant's own risk. People taking these classes should be reasonably fit with no pre-existing conditions that might impact their participation or health.
- **Disability Accommodations:** Individuals with a disability who need accommodations should contact Christy Martin at New Milford Adult Education, 860-350-6647 x 1170 for assistance. Individuals with documented disabilities, who need special accommodations on the GED® test, should contact the State GED® Administrator at 1-860-807-2110.
- **Non-Discrimination:** It is the policy of New Milford Adult Education that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental ability, and past/present history of mental disorder, learning disability, and physical disability. Individuals with a disability who may need accommodations are requested to contact Christy Martin, New Milford Adult Education 860-350-6647 X1170.

ENROLLMENT CONFIRMATIONS

Enrollment Confirmations will be sent via email when registering for classes online, by USPS mail or in person.

If absolutely necessary, confirmations can be mailed when requested and sent with a self-addressed, stamped envelope.