

## Community Education **Youth** Registration Form

Student's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_ City \_\_\_\_\_

Birthday \_\_\_\_\_ Age \_\_\_\_\_ Sex: M / F (circle please)

Email Address \_\_\_\_\_ Can we add you to our email list?  Yes  No  Already On

School \_\_\_\_\_ Grade \_\_\_\_\_ or AM / PM Kindergarten (circle please)

Home Phone \_\_\_\_\_

Parent/Guardian Name & Work # \_\_\_\_\_ Parent/Guardian Name & Work # \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Health Concerns \_\_\_\_\_

We like to photograph our participants in action from time to time. My child may be photographed.  Yes  No

Class Code	Class Title	Dates	Time	Add'l Info	Fee
Total:					

Check Number \_\_\_\_\_  Cash

American Express  MasterCard  VISA Card# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Card holder's printed name \_\_\_\_\_

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# How to Register

## 1. You may now register six different ways!

- On-line [www.rochesterce.org/youth](http://www.rochesterce.org/youth),
- Phone in: 507-328-4000
- Mail completed registration form to:  
Northrop Community Education Center,  
201 8th St. NW, Rochester, MN 55901
- Fax: 507-328-4015
- 24-Hour Drop Box in front of Northrop Education Center main door,
- In Person between the hours of  
8:00 a.m.-4:30 p.m.

# Registration Information and Policies

## Registration Information

Registration begins upon receipt of this brochure. Space is limited and classes fill quickly; we encourage prompt registration. Additional times may be set up if classes fill; this determination is usually made two weeks in advance. Please call our office if you have questions on openings at 328-4000.

## Confirmation

Community Education does not send out confirmations. Please mark your calendars.

You will only be notified if a class is changed or cancelled.

## Class Cancellation Policy Prior to Start Date

Class cancellation must be made a minimum of one week prior to the class starting date for a full cash refund (unless otherwise noted in the description).

If you cancel with less than a week notice, prior to the first class, you will be issued a Community Education credit on account, minus \$5 processing fee and any costs incurred (including supplies, food, and salaries). In the event a Community Education class must be cancelled due to inclement weather or other unavoidable circumstances, every effort will be made to reschedule. However, there may be instances when it will not be possible to reschedule the class or make a restitution of funds.

## Class Withdrawal Policy After Start Date

You may withdraw from classes of three sessions or more after attending the first session. You must notify the Enrichment Office, 328-4000, of your intent to withdraw prior to the second class. You will be issued a prorated cash/credit refund minus a \$5 processing fee and any costs incurred.

## Transportation

Parents are responsible for their student's transportation unless noted otherwise. When picking up your student from class, please be prompt, as additional supervision is not provided after class.

## Scholarships

A limited number of scholarships are available for selected classes. Please call 328-4000 to request additional information.

## Health Concerns

Please indicate on the registration form if your student has any medical or health concerns. The Community Education staff is not trained to administer any medication.

## Tax Credit/Deduction

The fee charged for some activities may be tax deductible. Please consult your tax advisor to determine whether you qualify for an education tax credit or deduction.

## Waiver of Liability Notice

I understand that Independent School District #535 and Community Education are not responsible for any injury to my son or daughter and I have my own insurance and/or I will be responsible for all services provided by a health care provider, hospital, and/or ambulance service.