

A.C.E. MV ADULT AND COMMUNITY EDUCATION OF MARTHA'S VINEYARD Registration Information SIGN ME UP...

All you have to do is complete the form on next page out and mail, or drop-off, with payment, to ACE MV at ACE MV c/o Martha's Vineyard Regional High School, 100 Edgartown/Vineyard Road, PO Box 1385, Oak Bluffs, MA 02557. ALL CLASSES ARE HELD AT THE HIGH SCHOOL.

You will be notified by E-MAIL of registration confirmation, updates and cancellations.

PLEASE PROVIDE E-MAIL.

Please write **SEPARATE CHECKS** for EACH course. Each student must fill out his/her own form.

- **REGISTRATION BEGINS:** September 1st. Please note start date(s) for the class(es) you choose. Courses have limited enrollment. Registration is on a first-come, first-served basis. If a class is full, a wait list will be started and the registrant will be notified by email or telephone.

- **CLASSES RUN:** Oct. 6th to Nov. 12th- Enrichment; Oct.5th-Dec.9th-Essential Math and English; Oct. 7th to Jan. 20th or 4 intensive weekends – college credit courses (dates, class lengths and times vary).

- **NEW! REGISTER ONLINE USING CREDIT CARD via PayPal:** www.acemv.org -3% additional charge for handling.

- **TO REGISTER BY MAIL:** Complete the registration form, include separate checks for each course, payable to MVRHS (write ACE MV in memo and class name), and mail it to: ACE MV c/o MVRHS, 100 Edgartown/Vineyard Road, PO Box 1385, Oak Bluffs, MA 02557

- **TO REGISTER IN PERSON:** Sign up at the High School Sept.22 (Course Sampling Fair) or Sept. 23rd from 5:30 to 7:00pm; if you register the first day of class, there is an additional \$5 late fee.

- **PAYMENT FOR COURSES:** May be made by PayPal online, check or money order (keep receipt in case of cancelation). Payment is due at the time of enrollment. Make checks payable to MVRHS. No cash payments. Refunds will be given as credit only. After the course has begun, refunds will be a credit only, minus a \$20 administrative fee.

- **NO CASH PLEASE:** Checks returned due to insufficient funds will result in a \$25 returned fee. Class fees will not be pro-rated.

- **OUTSTANDING BALANCE DUE:** Balances must be paid in full, or a payment plan established with the ACE Director, before the registrant, or any member of the immediate family may register for courses. Balances must be paid by check or money order, payable to MVRHS (ACE MV in memo).

- **COURSE FEE REFUND:** Put request in writing postmarked or emailed one week prior to the first class, and check will be returned. After course has begun, refunds will be a credit only, minus a \$20 administrative fee.

- **OTHER INFORMATION:** No classes will run on school holidays. You will be contacted by the Director or instructor if class is cancelled due to lack of enrollment. To learn if the Public Schools are closed due to inclement weather or other emergencies, listen to WMVY, WVVY, WMVY or local TV channels. Instructors are responsible for calling students if they must cancel a class for any reason and for notifying students of the date and time of rescheduled class(es).

No smoking or consumption of alcoholic beverages is allowed in school buildings or on school grounds at any time.

ACE MV does not assume responsibility for any injuries sustained in its programs.

Adult students may not bring children to classes.

- **ACE MV DISCOUNTS: *no discounts for college credit courses**

SENIOR CITIZEN (Over 65) TUITION DISCOUNT - 10% discount to senior citizens.

FACULTY & STAFF DISCOUNT - 10% discount to all faculty and staff of the MARTHA'S VINEYARD PUBLIC SCHOOLS on all adult education classes.

CO-SPONSOR MEMBERS FOR SELECT CLASSES –Present all information on registration.

- **QUESTIONS:** Please call and leave a voice message for Lynn Ditchfield, Director, at 508.693.1033 ext 240 or E-mail: lynn@acemv.org or lditchfield@mvyps.org.

Fall 2009 www.acemv.org
508 693 – 1033 ext 240 (voice mail)

lynn@acemv.org

REGISTRATION FORM – Send completed form and check payable to MVRHS (no cash).
MAIL to: ACE MV, c/o MVRHS, 100 Edgartown Road, Box 1835, Oak Bluffs, MA 02557
VISIT US ON-LINE to REGISTER and pay with PayPal: WWW.ACEMV.ORG
VOICE MAIL: 508 693-1033 ext.240 or **E-MAIL:** lynn@acemv.org or lditchfield@mvyps.org;
REGISTER IN PERSON High School cafeteria Sept. 22nd **COURSE SAMPLING FAIR** 5:30 to 7:00pm
(meet many instructors), or High School lobby Sept. 23rd from 5:30 to 7:00pm.

Please Print and Fill Out This Form Completely. You will be notified by E-MAIL of updates and cancellations. PLEASE PROVIDE E-MAIL.

Please write **separate checks** for **EACH** course. Each student must have his/her own form.

LAST NAME: _____ FIRST NAME _____

Mailing Address: _____ TOWN _____ ZIP _____

Home Tel. # _____ Work Tel. # _____ Cell Tel. # _____

E-MAIL (important for updates/cancellations/confirmation): _____

NAME/DATE/TIME OF COURSE(S):

Course Name	Course Number	Course Date	Course Time	Course fee
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1. _____

2. _____

3. _____

_____ OK to be part of ACE MV photos or videos (used for program promotion) *=**no discount for college credit courses**

TOTAL TUITION: _____

If you register the first day of classes, or after, there is an additional \$5 fee _____

*Discount (over 65), give birth date or Senior Citizen I.D. No. _____

CO-SPONSORING ORGANIZATION (give membership identification #) _____

*MVYPS faculty/ staff school and position _____ **TOTAL DUE** _____

• Make check(s) or money order payable to: MVRHS (put ACE /course name in memo). **NO CASH.**

• Please write **SEPARATE CHECKS** for each class you are registering.

• In the event of a class cancellation by ACE MV, please indicate whether you would:

A) Like us to destroy check ___

B) Keep amount as ACE MV credit ___ (PLEASE NOTE: There are no refunds).

ACE MV is dedicated to offering classes that bridge generations and cultures to improve the quality of life for all members of our community. In partnership with the MV Public Schools, over 30 community organizations and many individuals, ACE will provide educational opportunities by offering classes for enrichment, practical training, college credit, and life-long learning.