

ADULT & COMMUNITY EDUCATION OF MV (ACE MV)

WINTER 2010 Registration

Please print and fill out completely. If paying by check please write separate checks for EACH course.
In the event of schedule changes or cancellations you will be notified by e-mail.

Mail to Lynn Ditchfield, ACE MV c/o MVRHS, PO Box 1835, 100 Edgartown Road, Oak Bluffs, MA 02557

Last Name: _____ First Name: _____

E-MAIL: _____
ACEMV communicates changes, cancellations and upcoming courses primarily through e-mail

Mailing Address: _____ Town _____ Zip _____

Phone #1: _____ (Home/Work/Cell) Phone #2 _____ (Home/Work/Cell)

Business: _____

How did you hear about ACEMV? Ad ___ E-mail ___ Catalog ___ Friend ___ OTHER: _____

Optional: Age Range: 18-26 ___ 27-36 ___ 37-46 ___ 47-56 ___ 57-70 ___ 71+ ___

I WOULD LIKE TO REGISTER FOR THE FOLLOWING COURSE(S): _____ ACCT# _____

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

2. _____/_____/_____/_____/_____

3. _____/_____/_____/_____/_____

THE FINE PRINT

- **REGISTRATION BEGINS:** Nov.20th 2009. Courses have limited enrollment and 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.
- **CLASS SCHEDULE:** *Regular classes and seminars: Jan 12th – Feb 11th *GED: Jan 11th to March 24th
*College Credit Courses: Jan 8th to April 8th or 4 intensive weekends, dates, class lengths and times vary.
- **CLASS CANCELLATIONS:** You will be contacted if your class is cancelled due to lack of enrollment. Classes will not be held on school holidays. In case of inclement weather or other emergencies, listen to WMVY, WVVY or local TV channels for possible class cancellations. Your instructor will contact you if they must cancel a class for any reason and to reschedule the date and time of a class.
- **COURSE PAYMENTS:** No cash payments. You can pay by check or money order (**separate check** for each class to MVRHS with ACE-course name in memo) or with a credit card at www.acemv.org using our Pay Pal account. Payment is due at the time of enrollment. Checks and Money Orders should be made payable to MVRHS - any checks returned for insufficient funds will result in a \$25 returned check fee. Class fees can not be pro-rated for late enrollees.
- **COURSE FEE REFUND:** To request a refund before the class begins put your request in writing postmarked or emailed one week prior to the first class, and your check will be returned. After the course has begun, all refunds will be given as course credit only upon presentation of your receipt of course payment, minus a \$20 administrative fee.
- **CAMPUS POLICIES:** ACE MV does not assume responsibility for any injuries sustained in its programs. Adult students may not bring children to classes. No smoking or consumption of alcoholic beverages is allowed in school buildings or on school grounds at any time.
- **ACE MV DISCOUNTS:** **No discounts for college credit courses.** SENIOR CITIZEN (65+) -10% tuition discount. **FACULTY & STAFF DISCOUNT** -10% tuition discount to all Martha's Vineyard Public Schools faculty and staff. **CO-SPONSOR MEMBERS** 10% tuition discount on select classes, membership information must be presented during registration.

I have read and understand the terms of registration. _____

(Signature)

Yes, you can use my image in ACE MV promotional photos or videos.

If you have any questions please call Lynn Ditchfield, ACE MV Director at