

ADULT & COMMUNITY EDUCATION OF MV (ACE MV)

Winter/Spring 2011 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, 80 Chase Rd., RR#1 Box 354, Edgartown, MA 02539, email lynn@acemv.org

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+ ___

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

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

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

2. _____/_____/_____/_____/_____

3. _____/_____/_____/_____/_____

PLEASE CONSIDER ADDING A PLEDGE DONATION TO SUSTAIN ACE MV

TOTAL:

THE FINE PRINT

- **REGISTRATION BEGINS:** December 15th, 2010. 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: 1/11-2/11 (winter), 3/8- 4/10 (Spring) *GED: 1/10-3/23; *College Credit Course & Training: 1/29 - 4/30 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 or Parent/Teacher Conferences. 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 ACE MV with 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 ACE MV- any checks returned for insufficient funds will result in a \$25 returned check fee. Class fees cannot be pro-rated for late enrollees. \$10 late fee first day of class or later.
- **COURSE FEE REFUND:** To request a refund before the class begins put your request in writing postmarked or emailed two weeks prior to the first class, and your check will be returned. Otherwise, there are no refunds except on an emergency basis 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 unless for childcare provided by ACE. 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 /training 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)

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

508-693-1033 ext 240 , 774-301-1131, or email at lynn@acemv.org