

Registration Form



GREATER NEWBURYPORT
ADULT & COMMUNITY EDUCATION
FOSTERING LIFELONG LEARNING

PLEASE WRITE CLEARLY, ESPECIALLY YOUR EMAIL ADDRESS

Name: (ONE NAME PER FORM): _____ Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Cell Phone: () _____ Home Phone: () _____

Email: _____

REFUND POLICY:

We understand life happens and scheduled plans can unexpectedly change; however, we do maintain a standard refund policy. If a class is cancelled, a refund or voucher will be given.

1. Refunds are not given on the day class begins, after a class begins or if you've taken at least one of the classes.
2. If notice of class withdrawal is made within three (3) days prior to the class start date, there is no refund.
3. In order to receive a refund or class voucher, students must give notice of withdrawal **at least 4 days prior** to class start date.
4. **SNOW/RAIN DATES:** If you are unable to attend the alternate inclement weather date as listed in class description, refunds or credits will not be provided.
5. If you choose a voucher, it may be used anytime for any class and has no expiration date.
6. **WALKING TOURS:** No refunds or credits will be issued for Walking Tours if you are unable to attend or do not show up. Some tours take place rain or shine. If a rain date is scheduled, please make sure you are available to attend and plan accordingly. Walks will still proceed in light rain. In cases of severe weather, you will be notified as soon as possible that the walk has been rescheduled to the designated rain date. GNACE reserves the right to make the final decision.
7. **COOKING CLASSES:** Refunds or credits will not be issued for any reason if a cancellation is made within 7 days prior to class start date or if you do not show up. If cancellation is made 8 days or more prior to start date, a credit voucher will be issued, but no refund.

Thank you for your understanding.

WE DO NOT SEND REGISTRATION CONFIRMATIONS OR REMINDER EMAILS

- Once you've registered for a class, please be sure to add the class to your personal calendar right away.
- We will notify you by email if your class is canceled or overbooked.
- Please check your spam folder periodically, so you don't miss an e-mail from us.
- Please check the website, Facebook, Instagram, and your email regularly for any inclement weather updates, cancellations, or changes to your class. Or call 978-465-1257 or 978-992-8060.

PAYMENT OPTIONS

- **Online Registration.** Register at newburyportadulthood.org. There is an additional \$5 fee to cover processing fees.
- **Mail-in Registration.** Checks and money orders are accepted. Cash and credit cards are **not** accepted.
- If you are registering for more than one person, please include all their contact information as well. Enclose additional note if needed.
- Enter the class fee and check number(s).
- Write the name of the class(es) for which you are registering in the memo section of your check.
- **Make check payable to: Greater Newburyport Adult Ed or GNACE.**
- **Mail registration to:** GNACE, Nock Middle School, 70 Low Street, Newburyport, MA 01950.

COURSE NAME:

1. _____
2. _____
3. _____

TUITION:

If you would like to donate \$5 to help defray the rising costs of our printing, production, and mailing of 60,000 catalogues, please add here. **We'd greatly appreciate it! Thank you!**

\$5.00

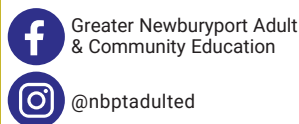
CHECK NUMBER (PLEASE WRITE NAME OF CLASS IN MEMO SECTION): _____ TOTAL: _____

**** IMPORTANT! WE DO NOT SEND REGISTRATION CONFIRMATIONS OR REMINDER EMAILS. ****

IF A CLASS IS CANCELLED DUE TO INCLEMENT WEATHER OR ANY OTHER REASON, A MAKE-UP DAY WILL BE COORDINATED WITH THE INSTRUCTOR AND THE CLASS.

DUE TO SCHOOL VACATION, THERE WILL BE NO CLASSES HELD MON., OCT 12 OR WED., NOV 11.

FOLLOW US!



FOR MORE INFO, CONTACT:

Patty St. John, Director
pstjohn@newburyport.k12.ma.us
978-465-1257
or 978-375-6831

REGISTER ONLINE

