



Community Education Registration Form

District Program Center, 8400 E. Point Douglas Road S., Cottage Grove, MN 55016-3324
Phone: 651-425-6600, FAX 651-425-6620, www.cecool.com

•For Office Use Only•

Date _____ Amt Pd _____

Mail _____ Walk-in _____ Fax _____

Chk# _____ CashRcpt# _____

Please complete a **separate form** for each participant with a different last name or address. Forms can be printed at www.cecool.com

Check here if you have: a new address a new phone number a new email

Participant's Name _____ Birthdate _____

First Name Last Name

Address _____ Apt/Unit# _____ Home Phone (_____) _____
(Home not Cell, for database ID purposes)

City _____ State _____ Zip _____ Work or Cell (_____) _____

Adult's e-mail _____ Gender: ___ Male ___ Female

For Youth Registrations

Mother/Guardian _____ Work or Cell (_____) _____

Father/Guardian _____ Work or Cell (_____) _____

Grade in 18/19 _____ Special Needs* _____ Shirt Size _____ Instrument _____
(if included) (if required):

* Individuals with special needs are welcome to register for our classes and camps. Please note on your registration any needs your child may have or call 651-425-6600 if your child needs assistance to participate successfully and allow at least a two week notice for us to make assistance arrangements.

| Course Number | Course Title | Class Date | Class Fee | Discount | Final Fee |
|---------------|--------------|------------|-----------|----------|-----------|
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Make checks payable to: **District 833 Community Education**

Total: _____

- **Swimming** - list first four choices in order of preference. Confirmations sent.
- **Seniors 60 years or older** may take a 20% discount on most Adult Enrichment classes. (Use promo code "senior60" for online registration.)

Charge my:

_____ - _____ - _____ - _____

Exp. Date: _____ Signature _____

To Help Us Serve You Better:

What is the racial/ethnic group of the registrant?

Racial Category

___ American Indian/Alaskan Native ___ White
___ Asian & Pacific Islander ___ Two or more
___ Black or African American ___ Other or unknown

Ethnic Category

___ Hispanic or Latino ___ Not Hispanic or Latino

Collecting this information helps us to provide programs and services that meet the needs of our entire community.

Refund Procedure for

Adult and Youth Enrichment

- If you cancel a class registration **BEFORE one week prior to start date**, a per course processing fee will be deducted from your refund. Class cost \$5-\$124 = 5/Class cost \$125+ = \$10
- If you cancel a class registration **WITHIN one week of start date**, we will refund 50%.
- **Transferring to another class:** Before one week prior to start date, transfer to a future class in the same brochure without a processing fee. Within a week of start date, transfer for 50%.
- **For refund or transfer:** Call 425-6624.
- **No refunds or credit vouchers will be given on or after start date of class.**

Aquatics - Athletics - Gymnastics

Processing fees and voucher/refund depend on individual programs. See original flyers or check our Website at www.cecool.com.

Office Hours

Mon. - Fri.
7:30 a.m.-5:00 p.m.
Call **651-425-6600**
for information.

Cancellations & Checks

- **REGISTER EARLY:** Classes are cancelled one week prior to start date if there is insufficient enrollment.
- Community Education will make efforts to communicate cancellation information only to those who give both day and evening phone numbers or an email address.
- All fees will be returned if course is cancelled due to insufficient enrollment.
- When District 833 classes are cancelled due to weather, a decision will be made by 3 p.m. regarding evening classes. Listen to WCCO Radio or watch Channel 15.
- District 833 uses a service to electronically recover any checks written to the district for insufficient funds and returned to the school district. A recovery fee not to exceed the state allowed amount will be charged. If there are any questions, please call Pay Tek Solutions Customer Service at 1-800-641-9998.

Ways to Register

1. Online, www.cecool.com
 - If you, or a member of your family have registered with District 833 Community Ed in the past, call 651-425-6600, to have an e-mail sent to you with password information.
 - If you have never registered with us before, add yourself as a new client.
2. By Fax, 651-425-6620
3. By Mail or Walk-In
 - Community Education**
District Program Center
8400 E. Point Douglas Road So.
Cottage Grove, MN 55016-3324
 - All discounts, gift certificates and credit vouchers must be taken at our office. They cannot be added to an online registration.
 - There is an outside dropbox near the main door at the District Program Center.

*Youth Financial Assistance (for District 833 residents only) is based on family free or reduced meal status. Please submit a copy of your notification letter **at least two weeks prior to the start date of the class** to receive assistance. Free status = a \$15 fee or 25% of program/class whichever is greater. Reduced status = a \$15 fee or 30% of program/class whichever is greater. Use is limited to \$250 per participant. Sorry, assistance cannot be granted online. These procedures are subject to change. Questions? Call 651-425-6600.*