

CONTINUING EDUCATION REGISTRATION AND INFORMATION

You can register by mail or in-person!

VISIT OUR WEBSITE— www.gardencity.k12.ny.us (LOOK UNDER DISTRICT OFFICES)

Mail registration starts prior to in-person registration.

Therefore, it is usually best to register by mail as soon as you receive this brochure.

You can register by mail anytime during the term.

BY MAIL: STARTS IMMEDIATELY and continues throughout the term.

No confirmations will be sent.

You will be notified only if a course is oversubscribed or canceled.

Note: *We cannot be responsible for delayed or lost mail.*

IN-PERSON STARTS Monday, February 24th and thereafter.

Checks only; NO CASH - Monday-Friday, 8 AM - 3 PM,

Administration Building, 56 Cathedral Avenue, Garden City, NY 11530

Only MAIL registrations postmarked by the U. S. Postal Service will be accepted before the first day of in-person registration. DO NOT bring, drop off, or hand-deliver any registration prior to the first day of in-person registration. Any registration which is not postmarked by the U. S. Postal Service and which reaches this office prior to the first day of in-person registration will be mailed back to the registrant via USPS.

PRIORITY - Registrations will be processed in order of their receipt. Residents and employees of Garden City UFSD have priority over non-residents for the first week of mail registrations.

SENIOR CITIZEN DISCOUNT - Residents of Garden City UFSD, 65 and older, will be entitled to a discount when registering for certain classes with a registration fee over \$35 or more. This discount will be shown on the page by the class. The discount will **NOT** apply to courses with limited class size, trips or computer classes, if fee is payable to outside agency, or courses otherwise indicated.

NON-RESIDENT FEE - starts at **\$5 per course**, for persons residing outside Garden City UFSD.

Exceptions: Employees of the school district, one session courses, bus trips, or as otherwise indicated.

CLASS SIZE - TRIP COST - Some classes have limited size. **Class are self-sustaining. Trip costs, dates, and itineraries are subject to change.**

REFUNDS - NO REFUNDS except as follows: minus a \$5 processing fee when a **written request** is received **FIVE DAYS PRIOR** to the first session.

The full registration fee will be refunded **ONLY** when a class is canceled.

No refunds on bus trips, unless trip is canceled. **Classes will not be pro-rated.**

INSURANCE - Accidents occurring during Continuing Education programs are **NOT** covered under GCUFSD insurance. Any expenses incurred because of an accidental injury will be your responsibility, covered under your own insurance plan, if any.

*****NOTE: NO CLASSES IF WEATHER CAUSES SCHOOLS TO BE CLOSED *****