

REGISTRATION INFORMATION

Register ONLINE :

www.troyceonline.com

or

MAIL registration form to:

Troy Continuing Education

201 W. Square Lake Rd. Troy, MI 48098

or

FAX registration form to: **(248)823-5133**

or

IN PERSON

Niles Center

201 W. Square Lake Rd.

(between Crooks & Livernois)

Between 8am and 3:30pm Monday through Friday

Phone-in registration is no longer accepted.

We accept VISA, MasterCard, check and cash. Please complete one registration form per person per class.

*Registrants are contacted only if the class is full or canceled. Receipts can be sent if a self-addressed, stamped envelope is enclosed with registration form.

SENIORS

Senior citizens with a Troy Senior Citizen card may register at 50% off the fee of selected enrichment classes.

NON-RESIDENTS

Those living outside the City of Troy are welcome to register but are charged an additional \$3.00 per person per class.

SWIM RULES

- **Bring Swimsuit and towel to class**
- **Long Hair must be well secured**
- **Absolutely no shoes or strollers on pool deck**
- **Swimmer is responsible for articles left in the lockerroom. Locks may be used on lockers.**
- **Supervision outside of class is only provided during the 10 min. before and after class that lockerrooms are open. Please accompany your child to and from the lockerroom. PROMPT PICKUP IS REQUIRED.**
- **With the exception of children 5 years and under, no one enters lockerrooms of opposite gender**
- **In levels I, II, and III, parents are invited on pool deck for the 10 min orientation the first day and to the entire last class. At the high schools, parents may observe from the balcony at any time.**

POLICIES AND PROCEDURES

Classes which do not meet the minimum enrollment and/or do not achieve self-supporting status will be canceled.

- Troy Continuing Education adult classes are open to persons age 16 and over.
- Tuition fees do not cover cost of text or materials needed for the course, unless otherwise specified.
- Please check the office at **(248)823-5100** before purchasing supplies to be sure that the class is not canceled.
- If Troy School District buildings are closed, the classes and activities conducted by Troy Continuing Education in those buildings are closed. This includes closures due to inclement weather and holidays. Please watch your television or listen to the radio.
- When K-12 related activities make it necessary to postpone certain classes, all efforts will be made to contact students.
- Whenever possible, canceled classes and activities will be made up.
- The program and its administration are not responsible for any activities that take place outside of the class between teacher and participants.

TRANSFERS AND DROPS

Approved refunds are prorated according to the date of notification and a \$5.00 processing fee will be applied for each refund and transfer requested. (No refunds will be issued for \$5.00 or less.)

One or two day classes: A 48 hour notice is required (full refund minus \$5.) No refunds with less than a 48 hour notice.

Three or more days classes: Request must be made before second class meets (pro-rated refund minus \$5), regardless of attendance. If a class has met two or more times, refunds are not issued.

MAIL-IN/FAX REGISTRATION FORM •Enrichment & Swim

REGISTRATION MUST BE SENT TO: Enrichment, 201 W. Square Lake Road, Troy, MI 48098

Course no. _____ Course Name: _____

Student: _____ Parent (if applicable) _____

Address: _____ City: _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell _____ Email: _____

MasterCard or Visa no. _____ Expiration: _____ Amt Enclosed _____

Check payable to: Troy Continuing Education Check no. _____

Form may also be faxed to: (248)823-5133. Please see refund policy above.