

## REGISTRATION / DISCOUNTS / REFUND POLICY

### Registration

Tuition must be paid in full at time of registration (instructors are not permitted to accept registrations in class.) Registrations are processed in the order received (you must be 18 years or older to register for an adult ed. class unless otherwise specified.) We cannot reserve or hold enrollment spots. Online or telephone registrations require a Visa or MasterCard payment. Mail or walk-in registrations are payable by check, cash, money order or credit card. Make checks payable to "Ramsey Community School". Returned checks incur a \$35 service fee.

#### There are four convenient ways to register:

- **ONLINE:** If you are a new student you need to create a Student Profile; this can be done from the home page. If you are already registered as a student please make sure your profile information is kept up to date with your most current data.
- **PHONE:** Call the RCS office at 201-327-2025. We accept Visa or MasterCard.
- **MAIL:** Complete a registration form (located in the RCS brochure) and mail with your payment to: Ramsey Community School, 256 E. Main Street, Ramsey, NJ 07446.
- **IN PERSON:** The RCS office is located in the Ramsey High School, 256 E. Main St., Ramsey.

### Discounts

Students eligible for a discounted course fee must register by phone at 201-327-2025 the first time in order to be coded as a discounted registration. Available discounts are:

Senior Citizen - Any student 60 years of age or older at time of registration is eligible to receive a Senior Citizen Discount if one is offered for the course. Seniors must submit proof of age prior to registration one time only, in order to be coded as a Senior Citizen in the computer to receive the discount. Afterwards, all future courses will automatically be applied the discount at registration check-out.

RSD Employee - Any current employee of the Ramsey School District is eligible to receive an Employee Discount if one is offered for the course (not applicable to relatives). Employees must contact RCS in order to be coded as an employee in the computer to receive the discount.

### **RCS Refund Policy** - *We make a commitment to our instructors so we need a commitment from you!*

We make a contractual commitment to pay our instructors a salary so we need a commitment from our students as well. Therefore, no tuition can be refunded for any reason - including illness and/or medical - once a class has started. Before registering for a class or a trip please carefully read the refund policy below so you fully understand and agree to our refund policy:

- Withdrawals at least 3 business days (weekends excluded) before the start of a class will be refunded, less a \$15 withdrawal fee. Withdrawals less than 3 business days (weekends excluded) before the start of a course cannot be refunded for any reason, including medical.
- If Ramsey Community School cancels your course, you will receive a full refund by whichever method of payment you originally made.
- Allow 4-6 weeks processing time for check refunds.
- Trip refunds: less \$15 cancellation fee available **ONLY IF TICKETS CAN BE RESOLD.**