

GENERAL INFORMATION

Registration must be completed before beginning the class. Instructors may not take registrations. All registrations need to be received by Friday, March 22, 2019. Late registration will be charged an additional \$5.00 fee. Walk-in registrations on the evening of the course **may** be accepted, with the additional \$5.00 fee, pending class enrollment and availability.

Class Cancellation: If school is cancelled, adult education classes will be cancelled as well. Should there be any inclement weather that starts later in the day that impacts that evening's classes, an email will be sent out to all class members (or phone calls will be made to any attendee that does not provide an email address).

Refund Policy: No refunds are given after a course begins, except for medical reasons. Under no circumstances are refunds issued after the second evening of classes. In a case of a cancellation of a class, a full refund will be issued.

Individuals with Disabilities: Westport Junior Senior High School is wheelchair accessible and has facilities to accommodate individuals with disabilities. If you require any specific accommodation, please notify us prior to the start of the class and we will work with you to make any appropriate accommodations.

Liability: Westport Community Schools are not responsible for any loss of damage of personal equipment or any personal injury incurred while following an instructor's directions. We are not responsible for personal property left in our buildings. Participants take courses at their own risk.

Parking: Parking is permitted in the parking lots on both sides of the Westport Junior Senior High.

Residency Requirements: Courses are open to individuals residing in and outside of Westport. If a class exceeds capacity, preference will be given to residents of Westport.

The Westport Adult Education program is a self-supporting program. It is operated by Westport Community Schools. Fees collected from these programs help support the operational expenses of running adult education programs, including instructor costs and other expenses.

Registration confirmations will be sent via email and through the regular mail. We will also contact you if your class is NOT going to run for any reason. Check payments are not processed until we are certain that a class will run. NO REFUNDS are given after two-weeks of the start date of a class, unless the class is cancelled. If you need to contact us, email is the preferred communication method:

Gary Reese, Superintendent greese@westportschools.org
(508) 636-1140, extension 4001