

REGISTRATION FORM

ADULT CONTINUING EDUCATION

ROSLYN • HERRICKS • EAST WILLISTON

WAYS TO REGISTER

ONLINE: Please visit: <https://roslynschools.revtrak.net/>

MAIL: Roslyn Adult Education, P.O. Box 367, Roslyn, NY 11576

FAX: (516) 801-5095

Registrations are **NOT** accepted in-person or by phone.

PLEASE BE SURE REGISTRATION FORM IS COMPLETE

ONE FORM PER PERSON FOR EACH COURSE.

ONE CHECK FOR MULTIPLE REGISTRATION IS ACCEPTED

RESIDENTS OF THE ROSLYN, HERRICKS & EAST WILLISTON SCHOOL DISTRICTS PAY THE RESIDENT FEE
ASSUME YOU ARE ENROLLED IN A CLASS UNLESS OTHERWISE NOTIFIED

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Phone (home) _____ Phone (mobile) _____

Email _____

Course # _____ Course Title: _____

Day of the week: _____ Time: _____ Location: _____

(specify VIRTUAL for classes online)

Roslyn Resident Herricks resident East Williston resident Non-Resident Gold Card # _____

Course fee \$ _____ Payment method: check enclosed Visa Mastercard Discover Amex

Card # _____ *CVC # _____ Exp. date _____

Cardholder's name (print) _____ Signature _____

I acknowledge that I have read the policy on refunds and credits below. I also understand that, as an Adult Education student, instructors are prohibited from giving me personal advice, either in or outside of the classroom, and hereby waive any claim against the Board of Education, Roslyn Union Free School District, for loss or damage which I may incur if such prohibition is violated and I in any way rely on such personal advice.

REFUNDS & CREDITS

A written request for a refund or credit must be made one week before the first class. Trip refunds must be requested 30 days prior to departure date. For trip cancellations less than 30 days prior to departure, full or partial refunds are contingent upon the ability to sell the seat. There are no refunds on registration fees, books or supplies. There is no provision for a partial fee for taking one session or part of a course. Making up absences in another section of a course depends entirely on space availability in that section.

Classes are virtual or in-person. Please take note when registering.