

# HOW TO REGISTER, POLICIES & ENROLLMENT FORM REGISTRATION INFORMATION (Excludes GED)

## **IN PERSON:**

The Community Education office is open Monday-Friday, 8:00 -11:30 a.m. & 1:30 - 4:45 p.m. Our office is located Judson Middle School Campus in Building B at 9695 Schaefer Rd., Converse, TX 78109. Please call before coming. Payment for courses can be made by cash, check, credit card, or debit card (VISA or Mastercard). We appreciate early registration so that we may be able to add new sections or cancel a class that has not met minimum requirements.

**MAIL TO:**      **Judson Adult & Community Education**  
                         **9695 Schaefer Rd, Bldg B**  
                         **Converse, TX 78109**

**Or FAX TO: (210) 357-0828 - 24 HOURS**

**Or PHONE-IN TO: (210) 357-0826**

Include registration form provided in this brochure, along with your check or credit card payment for the full tuition. Check can be made payable to **Judson Adult & Community Education**. Please include credit card number, expiration date, 3 digit VIN (on back of card) and signature of the charge card holder on credit or debit card payments. You will only be contacted if a class is cancelled or already full.

## **PURCHASE ORDER:**

Companies/organizations enrolling staff for training may complete registration forms and attach company memos or purchase orders.

## **ON LINE:**

Visit our new on line web store at <http://judsonisd.revtrak.net> to enroll in classes and pay on line.

**WE TRULY APPRECIATE YOUR SUPPORT OF THE COMMUNITY EDUCATION COURSES. IF YOU WOULD LIKE TO TEACH A CLASS OR RECOMMEND ONE, PLEASE GIVE US A CALL OR SEND AN EMAIL TO [dhanz@judsonisd.org](mailto:dhanz@judsonisd.org).**

## **POLICIES AND GENERAL INFORMATION**

### **REFUND POLICY**

- A full refund will be made for classes cancelled by JISD Adult & Community Ed.
- A full refund will be made for student requested cancellations made no later than 2 working days before the class is scheduled to begin. The refund process takes approximately 2-3 weeks.
- No refunds will be made after the class has begun since funds have been committed to conduct the class.

## GENERAL INFORMATION

1. All JISD school holidays listed on the instructional calendar are observed; also every effort is made to offer makeup classes due to inclement weather or unforeseen circumstances.
2. All classes are offered to the community without regard to race, color, sex, ethnic origin, age, or handicap.
3. All classes offered have limits on minimum and maximum enrollment.
4. Classes are confirmed at time of registration. You will be notified only if the class is cancelled or if other changes need to be made to your schedule.
5. The information presented in this brochure is as accurate as possible at the time of print. JISD reserves the right to make any changes at any time.
6. To obtain a refund, reservations must be cancelled two working days before the first class meets.
7. Children interested in Community Ed. classes ages 13-15 must have an adult member of the family enrolled in the same class unless specific age groups are mentioned in the course description.
8. All policies and procedures set forth in the Judson ISD Handbook and Student Code of Conduct endorsed by the Board of Trustees are effective during Adult & Community Education classes and functions.

## SCHOOL HOLIDAYS OBSERVED

See current calendar on website at [www.judsonisd.org](http://www.judsonisd.org)

## Judson Adult & Community Education Department

Judson Middle School, Bldg B  
9695 Schaefer Rd.,  
Converse, TX 78109  
Phone: 210-357-0826  
Fax: 210-357-0828

