

COLBY COMMUNITY EDUCATION - REGISTRATION FORM

Name: _____

E-Mail Address: _____

Address/City/State/Zip: _____

Phone: _____

Class _____ Cost _____

Student Name: _____ Day/Time _____

Class _____ Cost _____

Student Name: _____ Day/Time _____

Class _____ Cost _____

Student Name: _____ Day/Time _____

Payment **MUST** accompany the registration form and be paid in full. Cash or checks will be accepted. Please deliver or mail the registration form to:

Colby Community Education
District Office (Door #19 at Colby High School)
705 N. Second Street
PO Box 110
Colby, WI 54421

For further information about classes or schedules, please contact Kristen Seifert at the Colby District Education Center, 715-223-2301, ext. 2 or email at kseifert@colby.k12.wi.us.

CONFIRMATION: *Due to time and expense, we do not confirm classes going. Assume your registration is confirmed and the class will meet as scheduled if you have submitted your registration form and fees. You **WILL** be notified if a class is filled or cancelled.*

PRE-REGISTRATION: *Pre-registration is most important. Lack of registrations will cause the class to be cancelled one week prior to the beginning. This also pertains to all pool activities.*

CANCELLATIONS: *No class will be conducted without sufficient registrations. When maximum capacity has been reached for any class, registration for the class will be closed.*

WEATHER CANCELLATIONS: *If school is cancelled due to bad weather, all buildings will be closed that same evening. If school is in session, generally evening programs will run. Please tune to 99.3 FM for all Community Education cancellations.*

REFUND POLICY: *If after pre-registering, it is necessary for you to cancel, notify Kristen Seifert no less than three days before the beginning of class, and your fee will be refunded in full.*

Anyone interested in teaching a Community Education class please call or email Kristen Seifert at 715-223-2301, ext. 2 or kseifert@colby.k12.wi.us. Examples: photography, guitar playing, Spanish, sign language, cooking, cake decorating, gardening, woodworking, dancing, yoga, etc.