

GENERAL POLICIES

The Community Education Program of Fort Bend ISD is conducted for the benefit and enjoyment of the community. Classes are offered for participants regardless of where they live. Classes are not offered for credit. Financial support from the program comes from the class fees collected. Therefore, payment for classes must be received before participants attend class. All classes require pre-registration. Early registration is encouraged to avoid class cancellations due to low enrollment. Registration for some cooking and crafting classes may close two business days before class time to allow instructors to purchase supplies for class. Every effort has been made to make this publication accurate as of the publication date; **however, all policies, tuition/fees, instructors, and class content are subject to change at any time by appropriate action of instructors or administrators of this program.**

For adult classes, we welcome and admit students 18 years of age and older and of any race, color, nationality, or ethnic origin to all classes. Classes are for adults only unless specifically noted in the course catalog. We ask that you adhere to the age requirements listed in the course description. Students under 18 will be permitted to register only with prior consent of the instructor and Assistant Director and may be required to have an adult sign up with them. You do not have to be zoned into Fort Bend ISD to take any of our adult classes.

We do not allow children to accompany adults to class nor do we provide childcare.

Elementary classes are open to all interested students in grades K–5 unless specified otherwise.

TUITION: Tuition fees vary and are set by the instructor and paid to the Community Education Program. All fees are payable in advance.

Some classes have a supply fee. This has been included in the price of the tuition. If a class has a supply fee, it will be noted in the class description. Classes are self-supporting with fees financing and sustaining the programs.

LATE PICK-UP: Our Community Education youth program, Success Zone, ends at 4:45 p.m. unless specified otherwise. A late pick up fee of \$2 for every 2 minutes will be billed to the parent's account when a student is picked up after the class has concluded. All late pick-up fees need to be paid within 10 business days. Lateness in excess of 30 minutes may result in dismissal after the second occurrence and a refund for the remaining classes will not be issued. If you fail to arrive 30 minutes after class has dismissed and we are unable to reach you or an alternate contact that is available to pick up your child, we will contact District Police, who may contact other authorities as they deem appropriate.

CONFIRMATIONS: Once tuition is paid, you will receive a confirmation email. You may log in to your account at any time

to check the registration status. Additional confirmation or reminders will not be sent. You will only be contacted if a class is canceled or if a class is already full when your registration is received.

RETURNED CHECKS: A fee of \$30.00 will be charged for each returned check.

REFUND POLICY: The Community Education Program is funded solely from tuition. Expenses for the teacher and materials are set once a class has made the minimum enrollment or is in progress. Therefore, refunds will only be issued as follows:

- For classes canceled by the Community Education Program, 100% of the tuition paid will be refunded.
- If a request for a refund is made two business days prior to the start date of the class, 100% of tuition paid will be refunded.
- If a request for a refund is made one business day prior to the start date of the class, a 50% refund of tuition paid will be issued.
- Refunds will not be issued once a class begins.

CANCELLATIONS: If the Community Education Program cancels your class, you will be offered the choice of an alternative class, a holdover credit, or a full refund. Holdover credits can be used toward any future class. Registrants are notified via e-mail or telephone if class has been canceled. We will make every effort to call you if your class is canceled, but we must have an accurate telephone number. If your day or evening telephone number changes, please update it with us.

If Fort Bend ISD cancels school because of weather or other reasons, Community Education Program classes are canceled also. Any classes canceled due to weather or conflicts with Fort Bend ISD school activities may be rescheduled.

HOLIDAYS: Community Education Program classes are not held on nationally observed holidays. Additionally, Community Education Program classes will not be held during Fort Bend ISD scheduled breaks, which include but are not limited to: Thanksgiving Break, Winter Break, and Spring Break.

POLICIES: The Community Education Program reserves the right to change class instructors when necessary. The Community Education Program also reserves the right to refuse enrollment to participants. On occasion, the Community Education Program may need to change room assignments. Upon arrival for your class, please refer to the Building Supervisor and/or classroom signs for final assignment.

INSTRUCTORS: We make every effort to ensure that instructors are knowledgeable in the subject that they are instructing, but the views, opinions, and beliefs discussed by the instructor do not necessarily reflect the opinions of Fort Bend ISD or the Community Education Program.

Fort Bend ISD reserves the right to add or remove course offerings.