

**Community Education Program - REGISTRATION FORM**

**Adult Education Center**

**2510 Lincoln Blvd., Room 8, Santa Monica CA 90405**

**PHONE: (310) 664-6222**

**[www.smmusd.org/adulted](http://www.smmusd.org/adulted)**



*The Community Education Program is funded by student fees.  
This form can be mailed or walked into the office.*

\_\_\_\_\_

**Last Name**

**First Name**

**MI**

**Sex:    M    F**

**Birth date:** \_\_\_\_\_

**Phone #:** (\_\_\_\_) \_\_\_\_\_

**Month    Day    Year**

**Home Address:** \_\_\_\_\_

**Number**

**Street**

**Apt. #**

**City**

**State**

**Zip**

**Email Address:** \_\_\_\_\_ **Emergency Contact:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Community Education Classes:** Classes not meeting minimum student enrollment to cover the cost of the class are subject to cancellation at anytime. Fees for classes in this category are determined by the number of sessions and an estimated number of enrolled students. Fees pay for teacher salaries, use of facilities, operations, and overall administrative support. Students 62 years or older and SMMUSD employees qualify for a discount on registration fees. Discounts must be requested at the time of registration with seniors providing proof of age and SMMUSD employees providing proof SMMUSD employment. Material fees, books and other fees are not discounted.

**Fees:** Textbooks and classroom materials are provided with out charge, however, they may also be offered for sale. Materials fees, if any, are listed in the class description and are for additional instructional materials to be used by the student. There is no in class payment of fees. Pay all fees in the Adult Education Center office.

**Refund Policy:** Refund form is available in the office. Full refunds only on classes cancelled. A processing fee is charged for all refunds prior to the first day of class: after the first class meeting all refunds are prorated from the date received, plus an additional \$ 10 processing fee. NO REFUNDS on textbooks or on one-meeting classes after they have been conducted.

**BE SURE TO INCLUDE COMPLETE COURSE NUMBER AND CLASS NAME**

*Course number is listed on the class description page.*

**Course #:** \_\_\_\_\_ **Class Name:** \_\_\_\_\_ **Material Fee:** \$ \_\_\_\_\_ **Fee:** \$ \_\_\_\_\_

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**Method of Payment:**    Cash    Check    Money Order **Total:** \$ \_\_\_\_\_