

**REGISTRATION FORM**

**Mail to: Spring-Ford Area School District Community Education Office  
857 S. Lewis Rd., Royersford, PA 19468  
610-705-6138 Fax: 610-705-6253**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Tel \_\_\_\_\_ Cell \_\_\_\_\_ Office \_\_\_\_\_

Email address \_\_\_\_\_ DOB (if required) \_\_\_\_\_

Cash \_\_\_ Check \_\_\_ Credit Card \_\_\_  VISA  MC  DISC **Make checks payable to SFASD.**

CC # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp \_\_\_\_\_ CID # \_\_\_\_\_

Name as it appears on credit card \_\_\_\_\_

FOR OFFICE USE ONLY	
Check No _____	Amt _____
Check No _____	Amt _____
Check No _____	Amt _____
Date entered _____	Initials _____

**If signing up for a friend please include their phone number.  
Confirmations will NOT be sent. We will contact you only if a class is cancelled.**

Participant(s)	Course Title	Date	Time	Fee

I, the undersigned, release the Spring-Ford Area School District from any and all liability for injury or property damage that I or my child may suffer or sustain by reason of the use of the school buildings and their entrances or exits, the equipment for facilities, or as a result of my participation or my child's participation in any Community Education program. Any photos of me participating in classes or activities can be used for promotional uses by the district.

Signature of Adult Participant or Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**PROGRAM INFORMATION, REGISTRATION POLICY**

**PLEASE READ BEFORE REGISTERING FOR A COURSE OR TRIP**

- NO CONFIRMATIONS OR TICKETS WILL BE MAILED. YOU WILL BE NOTIFIED ONLY IF CLASS IS FILLED OR CANCELLED.
- STUDENTS ARE URGED TO REGISTER EARLY SINCE MANY COURSES FILL QUICKLY. CLASSES WILL ONLY RUN WITH SUFFICIENT ENROLLMENT.
- REGISTRATIONS WILL BE ACCEPTED IN THE ORDER RECEIVED AND PAYMENT MUST ACCOMPANY REGISTRATION.
- ALL COURSES MUST BE PRE-REGISTERED. REGISTRATION FOR COMPUTER CLASSES MUST BE RECEIVED AT LEAST **10 DAYS PRIOR TO START DATE**. ALL OTHER CLASSES MUST BE REGISTERED **7 DAYS PRIOR TO START DATE**.
- CLASSES ARE DESIGNED FOR ADULTS OVER 18 UNLESS OTHERWISE INDICATED.
- NO ON-CAMPUS EVENING CLASSES FEBRUARY 15, MARCH 31, APRIL 1 & APRIL 5.
- REGISTRATION DOES NOT COVER THE COST OF MATERIALS IN SOME OF THE CLASSES. PLEASE READ THE DESCRIPTIONS CAREFULLY.

**FOUR EASY WAYS TO REGISTER**

1. By mail with check payable to "SFASD" or credit card, VISA, MASTERCARD or DISCOVER only.
2. By Phone 8 a.m. to 4 p.m. with credit card payment only at 610-705-6138.
3. By fax - send completed registration form showing credit card number, signature and expiration date to 610-705-6253.
4. In person, District Office, 857 S. Lewis Rd., Royersford, PA, 8 a.m. to 4 p.m. check, cash or credit card.

**REFUND/CREDIT POLICY**

- The decision to hold classes is based on enrollment.
- Full refunds will be issued for any class or trip cancelled by SFASD or you may apply the tuition towards another course or trip, subject to availability.
- Refunds will NOT be issued for student-initiated withdrawals from classes. Refunds will NOT be issued for classes missed as a result of illness, personal emergencies or any other event beyond our control.

**WEATHER CANCELLATION**

- If school is closed due to inclement weather, all on-campus Community Education classes will be cancelled. If school is open but weather conditions worsen during the day, check the district's website: [www.spring-ford.net](http://www.spring-ford.net), click on Special Message Alert Center or call the Special Message Alert Center 610-705-6100 or listen for number **308** on kyw radio.
- For off-campus classes check with the individual off-site location. Phone numbers provided on page 22.

**GOLD CARD**

- Spring-Ford Area School District residents aged 62 and over are eligible to enroll at the Gold Card rate as indicated.
- **To apply for a Gold Card**, stop by the District Office, 857 S. Lewis Rd., Royersford, PA 19468.