

# ADULT EDUCATION

## Guidelines Spring 2019

**REGISTRATION:** Registration must take place before attending any class. Registration will be taken over the phone by the secretary to the superintendent prior to the beginning date of classes.

**CLASS SCHEDULE:** Classes will be scheduled for a maximum of 3 hours per week for 10 weeks. Classes may be held in the high school and/or elementary school buildings.

**CLASS SIZE:** Classes may not be held for fewer than **nine (9)** participants in each course. If a course is split into two nights because of a large class size, there must be a minimum of nine participants in each class.

**TUITION:** Spring 2019 - **\$20.00** tuition will be charged for a 10 week class with no refunds. (**\$20.00 for 10 classes**)

**RECEIPTS:** Tuition money and receipts may be left with a custodian to give to secretary or leave in mailbox. **Receipts are to include name, complete address and phone number of the adult student.**

**STUDENTS:** Adults will be given preference for enrollment. Students will be enrolled on a first come/first serve basis if there are available openings.

**SUPPLIES:** Participants will be invoiced by the instructor and reimburse the school district for district supplies utilized. Charges will include such district items as lumber for furniture projects, clay for ceramic molds, and paint for art projects. All funds collected by the instructor are to be turned in to the superintendent's secretary. Charges will not be made for group supplies such as computer paper. Class items supplied by the instructor will be invoiced by the instructor and reimbursed directly to the instructor.

**INSTRUCTOR PAYMENT:** At the end of the class the superintendent's office must have the attendance sheet along with the request for instructor payment.

If there are any questions please contact the superintendent's office at (570) 434-2180 ext. 413.