

**Registration  
Begins:  
JANUARY 2ND  
Open Enrollment for  
High School**

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**NEW! ONLINE  
REGISTRATION**

*Fast, easy and secure!*  
[www.erace-adulted.org](http://www.erace-adulted.org)



**FAX IT** (24/7)  
203.315.5149



**MAIL IT**

*Be sure to print plainly and  
enclose a check or complete  
credit card information.*

Adult Education  
185 East Main St.  
Branford, CT 06405



**WALK IN**

Our hours:  
Mon. - Thur. 9 a.m. - 9 pm  
Friday 9 a.m. - 4 p.m.



# Registration Information

1. Registrations accepted online until the course begins.
2. Online registrations are accepted and credit cards are processed within 2 weeks of start date.
3. Fax, phone, or come into the office during office hours to register.
4. Mail registrations confirmed if a self-addressed stamped envelope is included. Automatic enrollment if you use our preferred online registration.
5. No waiting lists are kept for any courses.
6. Refunds-Withdrawals-Credit Vouchers: Refunds are issued if a written request, a fax or phone call is received one week prior to course start. If you withdraw before the second session, you receive a credit voucher to use for future courses
7. Emergency closings announced by 6 p.m. on WELI 960 AM. Check local television stations for cancellations. If day school in North Branford, Branford, Guilford, Madison or Clinton is canceled, we're closed for classes in that town only.
8. Students provide supplies at their own expense unless indicated otherwise. Weather related closings or teacher absences will be made up at the end of the course.

**THE ERACE OFFICE IS OPEN:**

Monday - Thursday	9:00 a.m. - 9:00 pm
Friday	9:00 a.m. - 4:00 pm.

**SOME FRIENDLY REMINDERS...**

- Register early! Don't wait to register. If a class has too few students, it is cancelled the day before.
- Online registration on our secure website is the best way to register. Online registration payments are processed through our secure website. Please call with any questions you may have: speak clearly and leave a number with your message and we will call you back!
- We do not confirm course enrollments unless a self-addressed stamped envelope is included with your mailed in registration.
- We contact you only if the course is full, canceled or if the start date, time or location changes.

# Spring Course Registration Information & Forms

## Registration Info & Forms

### SPRING COURSE REGISTRATION FORM

Use one form per person and one check per form. Checks payable to "Adult Education."

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

COURSE TITLE	COURSE #	NIGHT	FEE

I hereby authorize use of my  Visa  MasterCard  Amex  Discover Exp. Date \_\_\_\_\_

Card # \_\_\_\_\_ CVV # \_\_\_\_\_

The CVV # is the last 3-digit number on the back of your MC/V/DIS card or the 4-digit number on the front of your AMEX card. It guarantees the security of this transaction.

Cardholder Name: \_\_\_\_\_

OFFICE USE: Seat \_\_\_\_ | \_\_\_\_ | \_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Amount Paid Fee: \$ \_\_\_\_\_

Why Withdrawn \_\_\_\_\_ Refund/Credit Paid Fee: \$ \_\_\_\_\_ CC Card Approved \_\_\_\_\_

Notes: \_\_\_\_\_

### SPRING COURSE REGISTRATION FORM

Use one form per person and one check per form. Checks payable to "Adult Education."

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

COURSE TITLE	COURSE #	NIGHT	FEE

I hereby authorize use of my  Visa  MasterCard  Amex  Discover Exp. Date \_\_\_\_\_

Card # \_\_\_\_\_ CVV # \_\_\_\_\_

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Cardholder Name: \_\_\_\_\_

OFFICE USE: Seat \_\_\_\_ | \_\_\_\_ | \_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Amount Paid Fee: \$ \_\_\_\_\_

Why Withdrawn \_\_\_\_\_ Refund/Credit Paid Fee: \$ \_\_\_\_\_ CC Card Approved \_\_\_\_\_

Notes: \_\_\_\_\_

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## REGISTRATION BEGINS: JANUARY 2ND

No refunds will be paid after the second class session. A \$10 processing fee will be subtracted for any refunds. Exceptions: All computer courses and any real estate class. Re funds will not be issued after the first computer class. Refunds for craft classes must be requested one week prior to start date due to the cost of supplies the instructors could otherwise not recover. Bus trip refunds must be requested 4 weeks prior to departure date.

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