

POLICIES & PROCEDURES

Course Registration Information

You can register for any course online, by mail, or by phone as soon as you receive this catalog. There is no in-person registration. Your registration is confirmed unless we contact you regarding cancellations, changes to dates/times, or if a course is full at the time of your registration. Courses with low enrollment may be canceled, so early registration is encouraged to secure your spot. If a course is filled or canceled, we will notify you by email. The registration deadline for mail-in registration is one week before the course starts or until the course is full. Room assignments will be posted at the building entrance, and waiting lists will be available for courses with enrollment limits.

Registration Deadline

The deadline for mail-in registration for general interest courses is one week before the start date of the course or until the course is full. Early registration is encouraged for best selection and to ensure your course is not canceled due to lack of enrollment. Mandated courses have open registration until full.

Non-Discrimination Policy

EdAdvance Adult & Continuing Education, is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding EdAdvance Adult & Continuing Education's non-discrimination policies should be directed to Denise Dombrowski (860) 567-0863 x1133.

General Accessibility and Accommodation

All activities offered by EdAdvance Adult & Continuing Education are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Denise Dombrowski at (860) 567-0863 x1133.

Refund Policy

A full refund will be issued only if EdAdvance cancels the course due to low enrollment, weather, or other unforeseen circumstances. Refunds for other reasons are available with at least two weeks' notice before the course's start date. No refunds will be given once a course has started. A \$10 processing fee will apply to all refunds. EdAdvance reserves the right to postpone, reschedule, or cancel a course.

School/Weather-Related Cancellations

- In-person courses will be canceled when Falls Village, Southbury, Torrington, Watertown, or Woodbury Public Schools are closed for vacations, holidays, parent-teacher conferences, or inclement weather. If Torrington Public Schools have a delayed-opening, morning courses are canceled. Cancellations due to a delayed opening or early closing will be announced on TV channels Fox61, WVIT, WFSB and WTNH.
- Enrichment course participants will be notified of canceled courses via email. Courses canceled because of inclement weather will be rescheduled for a later date.
- Online courses are not affected by the school/weather cancellation policy and will be held as scheduled.

Disclaimer

As a service to the community, EdAdvance offers enrichment courses through its Adult & Continuing Education program. These courses are conducted by persons experienced in their respective fields but who may have certain perspectives and biases about their subject matter to which EdAdvance, its agents, and/or employees do not necessarily subscribe. Therefore, it should be understood by those enrolling in these enrichment courses that EdAdvance and its employees and agents, as a general matter, do not endorse the opinions, personal advice, or political perspectives of enrichment instructors. In addition, registrants acting on the personal advice of an enrichment instructor do so at their own risk. By enrolling in an enrichment course, each registrant agrees that they waive any and all claims against EdAdvance, its agents, and employees with respect to the above.

REGISTRATION FORM (for enrichment courses only)

Name _____ | DOB _____
Address _____ | City/State/Zip _____
Primary Phone _____ | Email Address _____

COURSE NAME	LOCATION	FEE
Total:		\$ _____

PAYMENT INFORMATION:

Payment **MUST** accompany this registration form:

- ☐ **CHECK:** Make checks payable to Farmington Continuing Education
- ☐ **CREDIT CARD:** We accept Visa, MasterCard, Discover, and American Express
Credit Card #: _____ Exp. Date: ____ / ____ CVV: ____
Cardholder Name and Address: _____

3 Ways to Register...



Online

www.edadvance.org/adulted



Mail

Send registration form to:
EdAdvance Kitching
Regional Learning Center
215 Hogan Drive
Torrington, CT 06790
Attn: Adult Education



Phone

(860) 567-0863 x1145

**Prepayment for courses is required.
Your registration will not be processed
unless payment is received.**