

IMPORTANT REGISTRATION INFORMATION

Don't wait until the last minute to register! You might find the class is already full, or if everyone waits until the last minute class may even be cancelled! Instructors need to know how many students to plan for! Please, register early! Email or give us a call to check availability!

Enrollment for Adult Education Courses is on a first-come, first-served basis.

Course Locations are at The Bromfield School, 14 Massachusetts Avenue unless otherwise noted in the course description. Room Assignments are subject to change, signs will be posted at the school.

Harvard Community Education reserves the right to cancel any course that does not meet sufficient enrollment at least one week prior to the start date. If a class is cancelled due to insufficient enrollment your check will be returned. Course Fees are stated in the course description. Payments should be for the appropriate fee and checks made out to: Town of Harvard/Adult Ed. There will be NO REFUNDS for any withdrawals. Checks will be returned only if the class is cancelled. Payment can also be made online (electronic check) through the Online Payment Center at www.psharvard.org.

Cancellation of class will occur if Harvard Public Schools are closed for the day or school is dismissed early due to inclement weather. School closure announcements are posted with TV Channels 4, 5, 7 as well as WBZ radio. Classes will be rescheduled at a later date.

Smoking, alcohol, illegal substances and weapons are not permitted in school buildings or on school grounds per State Law. Please observe the law.

Please know that it is the policy of the Harvard Public Schools not to discriminate on the basis of race, color, sex, gender identity, religion, national origin, age, disability, or sexual orientation in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Chapter 199, and Section 504 of the Rehabilitation Act of 1973. The district compliance coordinator is Marie Harrington, Director of Pupil Services, 978-456-4143.

Students should consider themselves enrolled unless otherwise notified.

Name _____

Address _____ Town _____ Zip _____

Phone:(H) _____ (Work or Cell) _____

Email Address _____

(please print clearly)

Class: _____ Session (if applicable) _____

*Non-resident fee: add \$3.00 per course

Payment Method: Check or Online

Checks should be made payable to: Town of Harvard/Adult Ed

ONLINE: www.psharvard.org Online Payment Center

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