



Glen Echo Park Class Registration

Fall-Winter 2010-2011 Begins August 7

Registration for all fall and winter classes begins on **Saturday, August 7**. Registration is then ongoing for all classes starting September 2010 through February 2011. There is no separate registration date for winter classes.

Procedures for the first day of registration:

*****Please note: For most classes it is not necessary to register on the first day registration opens. Call the Registrar at 301.634.2226 if you are concerned about a class filling quickly.**

- **Priority is given to walk-in registrants on Saturday, August 7.**
- **Walk-in Registrations:**
 - You may only turn in registration forms for yourself and/or members of your family/household. Forms for other students may be dropped off for later processing, but will not be given priority.
 - **The office will open promptly at 10 a.m.** If you wish to wait for the office to open on Saturday morning you may do so. At 8 a.m. the Arcade building will open and a classroom will be available for those waiting. Again, for most classes it is not necessary to walk in on the first day.
 - You must turn in a completed registration form and full payment (check or credit card) in order to register for a class. Please have your form and payment ready when registration begins at 10 a.m. If you believe a class is likely to fill up quickly, please indicate alternate classes on your registration form.
 - You will receive an email confirmation of your enrollment if you have provided an accurate, legible email address on your form. A Partnership staff member will call or email you if the class is full. We will NOT be able to confirm availability the morning of August 7.
- **Mail, Fax and Phone Registrations**

Registrations received prior to August 7 will be held and processed in no particular order after all walk-in registrations have been received.
We will then process phone and fax registrations in the order in which they are received.
- **Online Registration**

Online registration for classes will begin on **Monday, August 9**. Browse offerings, check availability, and complete your registration online at www.glenechopark.org.

Cancellation Policy

If you wish to cancel your registration, you must email registrar@glenechopark.org, fax, mail, or deliver written notice to the GEPPAC office by the deadlines listed below. When canceling a registration, include the student's name, telephone number, class name, instructor, class section, class start date, and reason for withdrawal.

The following applies when you cancel a registration for any reason:

- 8 days or more prior to class or workshop: full tuition refunded minus a \$20 cancellation fee.
- 7 days prior to a class and up to 24 hours after the first class: 50% tuition refunded, minus \$20 cancellation fee.
- 7 days prior to a workshop: sorry, no refund
- 24 hours after first class: sorry, no refund
- Registration fees and camp deposits are nonrefundable. Camp fees are noted in course descriptions.
- Course tuition and registration fees are nontransferable. If you wish to move to another class, you must register for the new class separately and request a refund for the original class. All cancellation policies apply.

Questions? Contact the Registrar at 301.634.2226 or registrar@glenechopark.org