

# Registration Procedures and Policies

Registration for classes listed in this brochure will begin February 6, 2010. Please visit [glenechopark.org](http://glenechopark.org) for details.

To register or download additional registration forms, visit [www.glenechopark.org](http://www.glenechopark.org).

The following instructions apply to registration for all courses EXCEPT those offered by ADVENTURE THEATRE, LIVING CLASSROOMS and THE WRITER'S CENTER. For these groups, please see respective listings in this brochure and contact them directly to register.

## Ways to Register:

### Online registration is simple and secure:

1. Go to [glenechopark.org](http://glenechopark.org) to browse and search course offerings and determine course availability.
2. Select the course(s) in which you wish to enroll.
3. Log in using your email address and password or create a free online account.
4. Pay with a Visa, MasterCard or American Express credit card via our secure web payment system.
5. Receive a confirmation email.

Questions? Call us at 301.634.2226.

### Alternate registration methods

Registration forms may be submitted by fax (301.634.2260) or by mail (mail to: GEPPAC, attn. Registrar, 7300 MacArthur Blvd., Glen Echo, MD 20812). Registrations may also be completed over the phone by calling 301.634.2226. Payment is due in full at the time of registration.

## Registration for Social Dance Classes

Students may register for social dance classes at the door on the first night of the series, although pre-registration is still recommended.

**Please arrive 15 minutes before the start of class to register at the door.** NOTE: Registration for some dance workshops will take place ONLY at the door. Such instances are noted in the description of the class online and in the catalog.

## Member Coupons

Each member coupon may be used to waive a single registration fee. You must mail or deliver your coupon with your registration form and payment. Coupons may not be used with faxed, phone or online registrations. See membership pages for details.

## Gift Certificates

Gift certificates for classes are available for purchase in person at the Partnership or by phone: 301.634.2226. Gift certificates are applicable to any course except those offered by Adventure Theatre, Living Classrooms and The Writer's Center.

## Office Hours/Location

The Glen Echo Park Partnership office is located in Suite 210 of the North Arcade Building. Office hours are Monday through Saturday 10am to 6pm.

## Class Registration Fee

A nonrefundable Registration Fee of \$12.00 applies to each student and is applied per registration (per separate registration form or per online registration session); an individual student may sign up for an unlimited number of classes within a single registration. This fee ensures the viability of Glen Echo Park educational programs by contributing to the administrative costs associated with managing over one thousand courses each year. Registration fees are nonrefundable except when a class is cancelled by Glen Echo Park.

## Refund Policy

If you wish to withdraw from a class or workshop, you must submit your request in writing. Email notification will ensure the most prompt response to your request, but other forms of written notification are acceptable, as well. When withdrawing from a course, include the student's name, telephone number, course title and start date, and reason for withdrawal. Please note that registration fees are nonrefundable except when a course is cancelled by Glen Echo Park.

Written notification of withdrawal must be received by the following deadlines:

- 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 or later: sorry, no refund.
- Example: for a class with tuition of \$100, you would receive an \$80 refund (100% tuition-\$20 cancellation fee) if you cancel 8 or more days in advance, \$30 (50% tuition-\$20 cancellation fee) if you cancel 7 days in advance or up to 24 hours after the first class, and \$0 if you cancel more than 24 hours after the class begins.
- Registration fees & camp deposits are nonrefundable. Camp fees are noted in course descriptions.

## Transfer Policy

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. See above for refund policies.

## Park Closing/Inclement Weather

Classes, dances and theatre performance are all subject to cancellation due to inclement weather or other events beyond our control. To learn the status of events and classes, call the 24-hour Park Closing Hotline at 301.320.2330. The recording is updated by 7am for daytime activities and by 3pm for evening events. A make-up date will be offered for all classes and workshops cancelled due to weather, subject to availability of space in the Park.