

**REGISTRATION
& POLICY
INFORMATION**

Souderton Area Community Education (SACE)

760 Lower Rd., Souderton, PA 18964

Phone: (215-721-1551) • Office Hours: Monday-Friday 9:30 AM-4:00 PM

SACE Policy: Payment is due at time of registration. Where applicable, material fees or supply costs are payable to the instructor in class. Classes are filled on a first-received basis. Pre-registration is required for all classes. SACE reserves the right to make necessary changes with instructors and class size without prior notification to participants. Enrollment verification will be sent via email, if email addresses are provided. Unless otherwise noted, classes are for those 18 and older. Please do not register or bring children to an adult class. All Souderton Area School District rules and regulations are enforced by SACE. Hospitalization/Insurance is the responsibility of every Community Education Participant.

Gold Card Policy: All residents of the SASD who are 62 years of age or older are eligible to receive a Gold Card. Gold cards may be obtained from SASD District Office, 760 Lower Road, Souderton, PA. Gold Card holders may attend some courses offered by SACE at no cost (although there may be a charge for supplies/materials) or at a discounted rate. Gold Cards may not be used for Trips. Please provide Gold Card number at time of registration.

Refund Policy: Applies to all programs offered through SACE as well as Souderton Area Aquatics Program. A \$10 non-refundable registration fee is included in each course. A \$25 non-refundable registration fee is included for Driver Education. Course/Workshop/Driver Education cancellations must be received two weeks prior to the start of class to receive a refund (less the registration fee). Trip cancellations must be received one month before departure of trip. If SACE cancels a class or trip a refund for the cost of the class or trip is issued. SACE programs will not be prorated under any circumstances. Refunds or credits cannot be given for forgotten classes---**please mark your calendar!**

School Closing Information: If the schools in the Souderton Area School District are closed in the daytime, Evening School classes are automatically cancelled. School closings will be announced on WNPV 1440 AM (#309); SASD website (www.soudertonsd.org); SATV (Verizon Fios Ch. 46 or Comcast Ch. 28); and the school district Hot Line (215 723 4272). Make up classes will be scheduled.

Register to receive email notifications of closings/cancellations at www.soudertonsd.org/sasinfo.

REGISTER EARLY to avoid disappointment!
Classes and trips may be cancelled due to insufficient enrollment.



Register Online
sace.soudertonsd.org



Register by Mail
Use Registration Form below.
Mail Checks/Money Orders payable to SACE. No cash accepted.

----- Detach Here -----

Souderton Area Community Education Registration Form

Form must be completed in its entirety along with participant's signature.

Course # _____ Course Name _____ Cost \$ _____

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Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

Employee I.D. #:

Gold Card #:

Payment Method: Check Visa* MasterCard* Discover*

Credit Card #: _____ Security Code: _____ Exp: _____

SACE Program Participants please read and sign: I, the undersigned, release the Souderton Area School District from any and all liability for injury or property damage that I or my child may suffer or sustain by any reason of the use of the school buildings and their entrances and exits, the equipment at facilities, or as a result of my participation or my child's participation in any Community Education program. Any photos of me and/or my child participating in classes or activities can be used for promotional purposes by the district. I understand confirmation will be sent via email, if email address is provided and registration fees will not be refunded unless the course is cancelled.

Signature of Adult Participant or Parent/Guardian _____

SACE, 760 Lower Road, Souderton, PA 18964, (215) 721-1551