

REGISTRATION

Form and Information



Online Registration
<http://commed.lc-ps.org>



Walk-In
 Register in person at the Community Education Office, Wheeler Community Center and Administrative Offices
24076 F.V. Pankow Blvd.
Clinton Township, MI 48036
 Mon.- Fri., 8:30 a.m. - 4:00 p.m.



Phone-In Registration
 Call 586-783-6330
 Register using VISA, MasterCard or Discover.
 Mon.- Fri., 8:30 a.m. - 4:00 p.m.



Mail-In
 Send registration form along with payment to L'Anse Creuse Community Education. Register using VISA, MasterCard or Discover, or check.
 No receipt or confirmation notice given for mail registrations unless you provide a valid e-mail address.

No receipt or confirmation notice will be given for phone registrations unless you provide a valid e-mail address.

L'Anse Creuse Community Education

Wheeler Community Center and Administrative Offices, 24076 F.V. Pankow Blvd. Clinton Township, MI 48036
 Phone: 586.783.6330 • Fax: 586.466.7515

▶ PLEASE PRINT REGISTRATION CLEARLY

Household/Parent:

LAST NAME
FIRST NAME

Address:

CITY
ZIP

E-Mail Address:

Primary Phone: | Secondary phone:

Student Name:	Birthdate:	Class #:	Class Title:	Cost:

Total:

Check No. Check Amt: Make checks payable to **L'Anse Creuse Community Education**

DISCOVER/VISA/MASTERCARD Expiration date 3-digit security code

\$7 service charge for all refunds/\$25 fee for all returned checks

**** No refunds after second class begins ** No refunds for one day/evening classes or trips & tours**

Community Services Commercialism Procedure for classes with Potential Commercial Content
 Within the school property boundary, the institution should not sell a product or service from which the institution can financially benefit; however, products or services may be recommended if the instructor is not affiliated with the product. Cost of classroom supplies sold on site by the instructor should not exceed local retail value. Literature, including flyers and business cards, may be made available to participants before or after class time upon the request of the participant. L'Anse Creuse/Mount Clemens Adult Community Education and its administration are not responsible for any activities that take place outside the class between the instructor and participants.

Registration Policy and Procedures:
 The Community Education department does not send registration confirmations or call to confirm your registration. You will be called only if a class is cancelled, re-scheduled or is filled to capacity. If a class is cancelled due to lack of enrollment you will receive a full refund.

- A receipt for your class registration can be obtained at the Community Education office located at the Wheeler Community Center and Administrative Offices 24076 F.V. Pankow Blvd. Clinton Township, MI 48036
- Classes and programs may have limited enrollment and determined by room size, capacity, technology available, teacher to student ratios for individual programs and classes. Please refer to class descriptions or call the Community Education department to check.
- If a class reaches a "filled" status you will be contacted and then added to a wait list. When space becomes available community education office staff will contact you to process your registration and payment. Registrations are processed in the order they are received to the community education office. Register early to secure your place in a class or program!

WHY SHOULD I REGISTER EARLY?

- To ensure you or your child have a place in a class or program.
- To avoid cancelled classes or program due to low enrollments.
- To allow the community education department time to prepare for additional classes or programs if possible.