



La Center Community Education

PO Box 1849 La Center, WA 98629

(360) 263-2015 Fax (360) 263-1140

[Staci.firl@lacenterschools.org](mailto:Staci.firl@lacenterschools.org)

## **COMMUNITY EDUCATION PROGRAM POLICIES**

### **Registration is required for all classes!**

All class registrations are on a first come first serve basis. Refunds issued only if notification of your intent to withdraw is received at least three (3) business days prior to the start of the first class. There is a \$10 processing fee to issue refunds.

**All deadlines are one week prior to class, unless otherwise indicated.** If your registration and payment are accepted past the deadline, there will be a **\$5 late fee**. Some classes have higher late fees.

If a class is cancelled the class will either be rescheduled or all money refunded.

Some classes have been so full that we will no longer be able to hold a spot by calling or emailing. All payments must accompany registration forms.

Although we will do our best, we cannot guarantee camp shirts for late registrants.

**Special Accommodations:** If you feel your child might need special accommodations for a particular class please make arrangements with the Community Education Director upon registration.

[www.lacenterschools.org](http://www.lacenterschools.org)

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