

Questions? Call 248.449.1206

Mail and fax registrations are processed daily. In-person registrations will take precedence.

MAIL - IN



Fill out the registration form(s) below. Use one form for each person.
Forms may be duplicated.

Include your credit card information, check or money order
made payable to Novi Community Education, and mail to:
Novi Community Education • 25345 Taft Road • Novi, MI 48374

Receipts are automatically emailed upon completion of registration.



FAX



Fax registrations are only accepted with a Discover, Visa or MasterCard.
Receipts will not be sent. Fill out the form below and fax to: **(248) 449-1716**

ON - LINE

Visit website www.novicommunityed.org.

Please note "Receipts" information on the following page.

Registration Information

Adult Name _____	Address _____
Child Name _____	City _____ Zip _____
Birthdate _____ Age _____	Phone: Home (____) _____
Grade _____ Male _____ Female _____	Phone: Work (____) _____
Email Address _____	Male _____ Female _____
Payer Name _____	
Credit Card # _____	Exp. Date _____
Class # _____	Class # _____
Class Name _____	Class Name _____
Day _____ Class Fee \$ _____	Day _____ Class Fee \$ _____
Time _____ Non-Resident Fee \$ 5	Time _____ Non-Resident Fee \$ 5
Total \$ _____	Total \$ _____

Adult Name _____	Address _____
Child Name _____	City _____ Zip _____
Birthdate _____ Age _____	Phone: Home (____) _____
Grade _____ Male _____ Female _____	Phone: Work (____) _____
Email Address _____	Male _____ Female _____
Payer Name _____	
Credit Card # _____	Exp. Date _____
Class # _____	Class # _____
Class Name _____	Class Name _____
Day _____ Class Fee \$ _____	Day _____ Class Fee \$ _____
Time _____ Non-Resident Fee \$ 5	Time _____ Non-Resident Fee \$ 5
Total \$ _____	Total \$ _____

Registration Schedule

Register at the following locations during the office hours listed.
Offices are located in the Instructional Technology Center (ITC).

Community Education Office
25345 Taft Road • (248) 449-1206
Fax (248) 449-1716
8:00 a.m. - 4:30 p.m. Monday - Thursday
8:00 a.m. - 4:00 p.m. Friday

Phone & In-Person Registrations

Phone and in-person registrations are accepted during regular business hours unless noted otherwise.



On-Line Registrations

24 hour access available, to register on-line visit our website www.noviccommunityed.org.

Mail and Fax Registrations

See page 46-47 for details.



Fees

Class fees are due when you register. Fees must total \$8 or more to place on **Discover, Visa or MasterCard**. Phone and fax registrations are only accepted with credit cards.

Charges for Insufficient Funds

A \$10 fee will be added to checks returned for insufficient funds.

Receipts

Unless registering in person, confirmation receipts are not issued. You may obtain a receipt by:

- sending a request, along with a self-addressed, stamped envelope to Novi Community Education, 25345 Taft Rd., Novi, MI 48374
- stopping by the Novi Community Education office, 8 a.m. - 4 p.m., Monday - Friday.

Important Notes

- Plan to attend class unless notified otherwise. You will be contacted only if a class is full, canceled, or the time/date has changed.
- Supplies should not be purchased until you know classes will be held.

Class Withdrawals / Refunds

Contact the Community Education office regarding class concerns or refund requests. Since many classes need minimum enrollments to be held, a full refund is guaranteed only if we cancel a class or you drop or transfer from a class 5 or more business days before the class start date. **There is a \$5 cancellation fee for processing a refund.** Pro-rated refunds are charged for classes held, regardless of attendance. No refunds are paid in cash.

Non-Residents

A \$5 fee is charged per person, per program for those who do not live in the city of Novi. This fee is refundable if we cancel classes.

Senior Citizens

Discounts are available on many classes for residents age 60 or older. Birthdate must be included on registration form. All students are required to pay any material fees that may be included as part of the class fee.



School Closings / Postponements

If the Novi Community School District closes due to weather conditions, Community Education programs located in district facilities will not be held. Please contact onsite facilities regarding weather-related cancellations.

Gift Certificates

Gift certificates redeemable toward class fees, or for specific classes, are available for purchase at the Community Education office.

On-line Registration now available

Visit the Novi Community Education Website! <http://www.noviccommunityed.org>