

## Adult Education Registration Form

Name \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail \_\_\_\_\_ Date of Birth \_\_\_\_\_

Course Name	Start Date	Fee
Check # _____ Credit Card # _____		
Expiration: MM/YY ____/____ CVV code (3 digit number from back)		Total

NOTE: Do not send combined lab and course fee: Lab fees are payable directly to instructor at your first class. Course fees must be paid with registration.

**Mail to: GNG Adult Education, 14 Shaker Road, Gray, ME 04039.**

If you are beginning a High School Diploma program or HiSET program, you must meet with the director prior to starting classes.  
Call 657-9612 for information.

## Policies

### Policies

Please, no smoking, vaping or use of any illicit substances allowed on school premises.

### Cancellations:

Adult Education will follow the MSAD15 school schedule. No programs will be held if MSAD 15 public schools are closed due to weather conditions.

### Confirmation:

Assume your class is running unless you hear from us. Online registration will receive an email confirmation. If you have questions please contact us and we can verbally confirm.

### Insufficient Enrollment:

Courses which fail to attract sufficient enrollment will be canceled and registrants informed prior to the first night of class.

### Refunds:

Course Canceled: 100% refund

Withdrawal 3 business days prior to class start: Full refund

Withdrawal prior to second class (except for 1 night classes) results in 50% of the fee being refunded

### Age Policy:

Minimum age for participants is 16 years unless otherwise noted in the course description.

### Payment Plans:

In cases of documented hardship, payment plans can be arranged with the Director. Please call for details.

### Other:

Gray-New Gloucester Adult Education reserves the right to make changes in the starting and ending dates of courses when necessary and is not responsible for typographical errors.

### Accommodations:

Please let the Adult Ed office know at the time of registration if you need any accommodations. MSAD 15 is in compliance with ADA requirements.

### Employee Discount:

MSAD 15 employees receive a 10% discount on all enrichment classes. Please call the office for a discount code. 657-9612

### Photographs:

Occasionally our staff takes photos of students to promote future programs. If you do not want your picture taken, please let us know.

## Holidays and School Vacations

Monday, Sept 1 - Labor Day

Monday, Oct 13 - Indigenous People's Day

Tuesday, Nov 11 - Veteran's Day

Wednesday - Friday, Nov 26-28 - Thanksgiving Break

Monday - Friday, 12/22 - 1/2/26 - Winter Break & New Year's Day