

Biddeford Adult Education Mail-In Registration Form

Name: _____ Email: _____ Phone: _____

Billing Address: _____

City

State

Zip Code

Course Title	Start Date	Fee
		\$
		\$
		\$
Would you like to donate to our Literacy Fund that supports our free academic programs?	\$5 \$10 \$15 \$25	

Paying by check or money order*



Make payable to Biddeford Adult Education and mail with this form to:

Biddeford Adult Education, PO Box 624, Biddeford, ME 04005

Please note there is a \$25 fee for any returned checks due to insufficient funds.

Total:

including donations

\$

Paying by credit or debit card*



Card Number: _____ Expiration: ____/____

*By completing our registration form, you acknowledge and accept our policies and release this program from any and all responsibility in case of accident, injury, loss, or property damage. You also approve the above charges to your credit/debit card.



Other Ways to Register



Online at:

biddeford.maineadulted.org



Over the phone:

(207) 282-3883



In-person:

189 Alfred St, 2nd floor, Biddeford

Biddeford Adult Education Policies

The following policy updates provide a new standard practice for both Old Orchard Beach/Saco and Biddeford Adult Education programs. We are excited to offer more flexibility for students and lower course cancellation rates. Here are the new policies:

1. If a student withdraws three (3) or more *business days before a class, you can request a full refund of the course fee—unless otherwise noted in the course description. The refund will be reduced by a 5% cancellation fee. Alternatively, you can request that we hold your course fee as a transfer credit. Transfer credits are not subject to the 5% cancellation fee and are valid for one year after issue.
2. If a student withdraws two (2) or fewer *business days before the class, no refunds or transfer credits will be issued. This is to ensure we can fully pay our instructors. We reserve the right to change, reschedule, or cancel a class due to unforeseen circumstances (i.e., inclement weather, instructor illness, emergent issues causing scheduling conflicts, etc.) or low enrollment. Students have the option to request a transfer credit or refund within three (3) *business days of receiving notification of the change.

Note: Courses with low enrollment are canceled one to five (1–5) *business days before the class's scheduled start date, and students are issued full refunds.

*Business days = Monday through Friday.