

# SUMMER ENRICHMENT 2019 POLICIES

## Registration

1. Register online using the instructions in the course descriptions document or complete the registration form as indicated.
2. If not enrolling online and using the credit card payment option, enclose a check made payable to *Fort Thomas Independent Schools* (no cash, please) for the tuition for each class. The check will be returned to you if the student is not accepted due to enrollment limitations or course cancellation.
3. Be sure to include your e-mail address on the registration form – confirmation that your child has been accepted into the class will be e-mailed to you.
4. Submit your registration form and payment to Central Office or register your child online. **Please do not contact instructors to register for courses as they cannot accept registrations.**
5. Please register early! Program registrations will be reviewed and courses not meeting minimum enrollment requirements may be cancelled.

## Refund Policy

Refunds are made only if it is necessary to cancel a course due to low enrollment or in the event that a class has reached its enrollment limitations.

## Admission

1. Students must meet the age criteria for the courses of their choice. Grade level refers to the grade the student will enter in Fall 2019.
2. Application form must be signed by the parent/guardian if not doing online registration.
3. Courses will be filled on a first-come, first-served basis with others put on a waiting list in the event that another section of the course is offered.

## Grounds for Removal

Creative behavior is encouraged; disruptive behavior is not! Any child who leaves the campus without permission or whose behavior disrupts the learning of others will be discontinued as a participant in the program. There will be no refund of fees under these conditions.

## Publicity and Media Waiver

All students enrolled in the Summer Enrichment Program and their parents automatically grant permission for use of any record of the student activities (e.g., photo, videotaping, slides). The material so obtained may be employed for dissemination for educational purposes.

## Information and Questions

If you have any questions concerning the summer program or need registration information, please call Sally Race at 859.815.2005.