

# GENERAL INFORMATION

**BY MAIL:** Enclose a check (including driver's license #), money order, or credit/debit card payment for the amount of the registration fee with a completed registration form. Lab fees are not to be included with registration. Make checks payable and addressed to:

LAKE SHORE COMMUNITY EDUCATION  
959 BEACH RD  
ANGOLA NY 14006

**IN PERSON:** Registrations will be received at the Community Education Office located in the east end of Senior High basement adjacent to the Family Support Center, as noted.

**MONDAY – FRIDAYS 8:30 AM–4:30 PM**

**BY FAX:** 24 hours a day, 7 days a week at 926-2272. credit card or debit card only for registration by fax.

**SENIOR  
CITIZENS:**

(residents over the age of 60 years) are eligible for a 30% reduction in the course fee. A copy of driver's license is necessary for verification of age and residency. Courses not eligible for senior reduction are noted in the brochure.

- ***Credit/debit card payment*** – We accept MasterCard and Visa cards as payment. You must list your credit/debit card number, expiration date and sign your registration form. This may be done by mail, fax or in person.
- ***Payment by personal check*** – We accept personal check payments when accompanied by valid driver's license number. This may be done in person or by mail. **THE CANCELLED CHECK IS YOUR RECEIPT.** A \$20.00 fee will be charged for any returned checks.
- ***Lab Fees*** – Where applicable, lab fees are paid directly to the course instructor the first meeting of the class.
- ***NON-RESIDENTS*** – Classes are provided for Lake Shore Central School district residents, however, non-residents may register when space is available for a \$5.00 fee.
- ***Refunds/cancellations*** – The full fee will be refunded by check or credit if classes are filled, cancelled or if you wish to withdraw from a class at least one week prior to the class start date. If withdrawal is requested one week prior to class start you may receive either a due bill for the full amount usable for a later class or a refund less \$5.00 processing fee. There will be NO refunds for any reason after the class start date.
- ***School Closing*** – When the schools are closed due to weather or any emergency, Community Education classes are also cancelled. Please refer to the local radio, television, internet for details.
- ***Waivers*** – Waivers included in this brochure are required for all who participate in physical education or swimming classes unless your doctor issues a health certificate.
- Please note that registration by phone will not be accepted.
- Questions ?? Please call the Community Education office at 926-2270.  
**YOU WILL NOT HEAR FROM US UNLESS CLASSES ARE CANCELLED OR IF THERE IS A CHANGE IN THE DATE AND TIME.**

*Interested in offering a Community Education course? Please provide the office with a course description, time requirements, and phone number for follow-up!*

**WE ARE LOOKING FOR TENNIS OR GOLF INSTRUCTORS – PLEASE CALL THE OFFICE AT 926-2270 IF YOU HAVE EITHER OF THESE TALENTS!**