

Policies & General Information

Student Fees

ACE is a fee-supported adult enrichment program offered by Sarasota County Schools. Enrichment classes receive no funding from any source other than student-generated fees & donations.

Registration Confirmation

A copy of the registration receipt is mailed or emailed to students when registering online or by phone. Your receipt contains important information! Please print or have a digital copy of your emailed receipt and bring it to class with you.

Cancellations

ACE reserves the right to cancel a class due to insufficient enrollment. Students are notified by phone or email and will receive either an ACE credit, a full refund or may transfer to another class, space permitting.

Make-up Classes

Students are notified by phone and email if a class is canceled or rescheduled. It is important that current phone numbers and email addresses are on file. Students are informed of the make-up date once established.

Supplies

Supplies and books are included in the cost of the class *ONLY where noted*. Supply and book information is found on the website: ace-sarasota.com or may be obtained by calling 941-361-6590.

Book Policy

Some books can be purchased at the ACE office at Suncoast Technical College on the Sarasota campus. Call 941-361-6590 to find out what we have in inventory. Book prices are subject to change. Please wait to purchase your book until after verifying the class has met its minimum.

PLEASE NOTE: Students are welcome to purchase books online or at any local vendor.

REFUND POLICY

Refunds are available only if ACE is notified 48 HOURS (excluding weekends) PRIOR TO THE FIRST DAY OF CLASS. A \$15 administrative fee will be imposed for all student-generated withdrawals. NO REFUNDS ONCE CLASSES BEGIN.

Refunds/Transfers/Credits

1. Class withdrawals are allowed (minus a \$15 withdrawal fee per class) up to 48 hours prior to the start of the class (excluding weekends). Withdrawal requests must be done by phone or in-person. Email requests will not be accepted. Please allow 10-14 days for processing.
2. A transaction fee of \$10 is charged for processing all student-generated transfers.
3. Material fees and one-day workshops, classes, and trips are completely *NONREFUNDABLE*.
4. No refunds/make-ups will be issued if you fail to attend a class.

Liability

Students who attend ACE classes agree to waive and release all claims of personal injury or property damage, whether held on campus or off.

Age Policy

Adult Enrichment classes are open to adults, age 18 years and older, unless otherwise noted.

Student ID Badges must be worn when attending classes on any school campus.

Parking is free for all ACE students! Obtain your STC parking tag at your first on-campus class.

Visitors are not allowed in classes. All class participants must be registered through the ACE office. All students actively participating/observing a class, whether in-person or online, must be registered. No class sampling is allowed.