

## **Policies & General Information**

### **Student Fees**

Adult & Community Enrichment (ACE) is a Sarasota County School district program dedicated to serving the adult enrichment needs of the greater Sarasota area. ACE is a fee-supported adult enrichment program offered and receives no funding from any source other than student-generated fees and donations. This means that we are self-supporting: program fees pay for the teachers, office staff, supplies, materials and equipment.

### **Registration Confirmation**

A copy of the registration receipt is mailed or emailed to students when registering online or by phone. Please be sure we have your current contact information. Your receipt contains important information! Class days, dates, and times are specified on the website and printed on your receipt. Assume your class is being held if you do NOT receive a call or email from our office. 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 receive either an ACE credit or 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](http://ace-sarasota.com) or may be obtained by calling

941-361-6590.

### **Book Policy**

Many books can be purchased at the Suncoast Technical College bookstore in building 2 on the Sarasota campus. Visit [suncoast.edu](http://suncoast.edu) or call 941-924-1365 for the most up-to-date bookstore hours. Enter through Student Services with a photo I.D. 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 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). 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 are completely *NONREFUNDABLE*.
4. No refunds/make-ups will be issued if you fail to attend a class.

**Visitors** are not allowed in classes. All class participants must be registered through the ACE office. No class auditing is allowed.

**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.