

GENERAL INFORMATION

ELIGIBILITY

NO participants under **18 years of age** are allowed, except for SAT classes, Driver's Education, Boating, or Trips.

COURSE REGISTRATION & CONFIRMATION

You may register for any course at any location as soon as you receive this catalogue. Your registration has been accepted unless we phone you. We do not mail letters to confirm your registration. **We will ONLY contact you if a class is cancelled, if dates and times change, or if a class is filled to capacity at the time we receive your registration.**

REGISTRATION DEADLINE

The deadline for mail-in registration of general interest courses is **one week before the start date of the course or until the class is full.** Early registration is encouraged for best selection and to ensure your class is not cancelled due to lack of enrollment.

REFUND POLICY

Regretfully, there are NO refunds unless a class is cancelled. We do not issue refunds. In rare cases, if a refund is requested, a pro-rated or partial refund will be given if it has been determined that there is sufficient reason and a request is submitted in writing. We cannot give a refund if course dates change due to inclement weather.

We reserve the right to discontinue, postpone or cancel classes, change staff or class time, if and when conditions warrant. We will make every attempt to notify students prior to the start of class.

FREE ADULT EDUCATION CLASSES

Registration for free ABE, ESL, GED, HSD, EDP or Citizenship classes are available in: Falls Village, Litchfield, Southbury, Thomaston, Torrington, Winsted or Woodbury on a walk-in or appointment basis.



CEUs

Professional Development Courses which have been determined to be eligible for Continuing Education Units Equivalent Credit for teachers. If you require CEUs, let the instructor know the first night of class.

RECEIPTS

If you require a receipt, please include a stamped, self-addressed envelope with your registration.

DISCLAIMER

Instructors are selected for their expertise. We do not promote their private services or the companies with whom they are associated. We disclaim any and all responsibility for any activity participants may pursue based upon information offered or discussions conducted in our classes.

SCHOOL/WEATHER-RELATED CANCELLATIONS

Adult Education classes will not be held when schools are closed for vacation, holiday, parent-teacher conferences, teacher schedule conflicts or inclement weather. Courses at **EDUCATION CONNECTION** are not necessarily cancelled when schools are.

If inclement weather begins in the late afternoon, please listen to the following stations:

Radio: WKZE (1020am/98.1fm)-Sharon
WTIC (1080am)-Hartford
WRCH (100.5fm)-Hartford
WDRC (1360am/102.9fm)-Hartford
WWCO (1240am)-Waterbury
WATR (1320am)-Waterbury
WZBG (97.3fm)-Litchfield
WSNG (610am)-Litchfield
WQ103 (103fm)-Lakeville
Television: WVIT (Channel 30)
WTNH (Channel 8)

Or call 1-800-300-4781 after 4:00pm. Cancelled classes due to inclement weather are made up by adding additional classes. **No classes October 8, November 12 & 21-23. Additional closings scheduled at each site.**

MATERIALS/ADDITIONAL FEES

Check course descriptions carefully for additional fees and/or materials required.

SENIOR DISCOUNTS

25% discount is available to seniors (62+) except for: Computers, Food Handler's, CNA, Reiki, Boating, Golf, and Trips.

ROOM ASSIGNMENTS

Room assignments will be posted at the building entrance. Please report to your room unless otherwise notified.

DISCRIMINATION POLICY

EDUCATION CONNECTION is an equal opportunity employer and provider. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights Washington, DC 20250-9410.

Foothills Adult & Continuing Education prohibits discrimination in education, employment, and in the provision of services based on race, religion, sex, age, marital status, national origin, ancestry, sexual orientation, disabled veteran status, physical or mental disability, mental retardation and other specifically covered mental disabilities.

DISABILITY ACCOMMODATIONS

Individuals with a disability who may need accommodations are requested to contact Foothills Adult & Continuing Education in Litchfield at 1-800-300-4781 at least 2 weeks in advance of a course they wish to attend.

DO YOU HAVE QUESTIONS?

Phone: 1-800-300-4781 or (860) 567-0863

Fax: (860) 567-3381

E-mail: saverine@educationconnection.org

Write: Foothills Adult & Continuing Education

P.O. Box 909 • Litchfield, CT 06759-0909

Don't forget -- Gift
Certificates make
great gifts!



We attempt to offer high quality, diverse educational programs at affordable prices.