

Registration Process

Register Early

- Registration is required for all classes and is taken on a first-come basis.
- Some classes fill quickly, so please register early to ensure a spot. This also helps determine if there are enough students to hold the class.
- If registering close to the start of class, call to confirm if space is still available.

Confirmations

Registration and payment confirmations will be provided on request only.

Refunds

There is a \$8 charge on all refunds except classes filled or cancelled by LEARNwest. To receive a refund, requests must be made by phone or in writing to LEARNwest before the class meets a second time. For one-night classes, refunds can only be given before the class is taken.

Supply List

If a supply list is required for your class, please request list when registering.

Scholarships

Scholarships are available to those who qualify. Call (515) 633-5001 to learn more.

Questions?

Please call Community Education with questions or for more information about the LEARNwest program or a particular class.

FALL 2009 REGISTRATION FORM

Student's Name	School and Grade
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Address	City, State	Zip
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Parent/Guardian(s)

Day Phone	Evening Phone
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E-mail	Age Range <input type="checkbox"/> 5-18 <input type="checkbox"/> 18-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> 61-70 <input type="checkbox"/> 71-80 <input type="checkbox"/> 81-100
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1. Class Name _____ Code _____

Class Begins ____/____/____ Time _____ Fee \$ _____

2. Class Name _____ Code _____

Class Begins ____/____/____ Time _____ Fee \$ _____

3. Class Name _____ Code _____

Class Begins ____/____/____ Time _____ Fee \$ _____

4. Class Name _____ Code _____

Class Begins ____/____/____ Time _____ Fee \$ _____

Total of fees \$ _____ <i>*Please make checks payable to Community Education.*</i>
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Method of Payment

Cash Check No. _____

VISA MasterCard

Card No. _____ Exp. Date ____/____/____

Photo Permission

I and/or my child prefer NOT be photographed for future use in district publications website, or local media and newspapers. (No names will appear on website.)

How did you hear about us?

Catalog Radio Newspaper Ad Website Friend Other _____

How To Register

In Person or By Mail
 Learning Resource Center
 C/O LEARNwest Classes
 3550 Mills Civic Parkway
 West Des Moines, IA 50265-5556

Office hours are 8:00 am to 4:30 pm, Monday through Friday. You may also place the form and payment in the drop box located on the far west end of the building after hours. DO NOT put cash in the drop box.

By Fax
 Fax your completed form with your VISA or MasterCard number and expiration date to (515) 633-5099 between 8:00 am and 4:00 pm.

By Phone
 Call in your class registration with your VISA or MasterCard number to (515) 633-5001 between 8:00 am and 4:30 pm. Please complete the registration form before calling to avoid delays.