

## Important Registration & Policy Information

**REGISTRATION PROCEDURE:** Register online at <http://www.lsc.edu/continuingeducation>. Registration forms can also be printed and sent to us via mail, phone, fax, or in person with your payment by check, money order, or credit card. See course description for amount. Only one person per registration form. All registrations will receive confirmation, location and parking details.

**FEES:** Registrations are confirmed by your payment of fees on a first-come, first-served basis. Reserve your place early as classes fill quickly. Payment options include cash, check, Visa, Discover, AMEX or Master Card. Make checks payable to Lake Superior College (LSC). Organizations sending several individuals may pay with one check or credit card. All attendees are responsible for direct payment of class costs to LSC. If you fail the course, or register but do not show up for the training, a refund will NOT be issued. ALL REGISTRATIONS MUST BE ACCOMPANIED BY PAYMENT—REGISTRATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT. Book or supply costs are included in course fees unless indicated otherwise.

**REFUNDS:** You will receive a 100% refund if you withdraw two business days prior to the first class, no refund after that. There are no refunds after the start of the first class. No refunds for a one-session class, one-day seminar or workshop without a two-day notice prior to the class. A full refund will be made if the course is cancelled. Withdrawals from Real Estate must be made five days prior to the first day of class. See Motorcycle FAQ for refund policy. Refunds are usually issued immediately with VISA, Master Card, and AMEX, but may take 4-6 weeks when other methods of payment are used.

**CLASS CANCELLATIONS:** Lake Superior College reserves the right to reschedule and/or cancel courses due to insufficient registrations. Students will be notified and offered an alternative date and/or location or a refund if requested. Weather related cancellations will be announced on local media stations and on LSC's main phone message. Please call 218-733-5924 to confirm a cancellation.

**PARKING:** Park only in areas designated for students in the East Lot (first lot on the right) OR West Lot (farthest lot up the hill). Any vehicles parked in handicapped, faculty or other marked parking spots will be ticketed. See Building maps at <http://www.lsc.edu/ContinuingEducation>.

**SERVICES FOR STUDENTS WITH DISABILITIES:** Individuals with disabilities may request reasonable accommodations or information by contacting Georgia Robillard at 218-733-7702 or 218-733-7705 TTY. This document is available in alternative formats by contacting Disability Services, E2114, at 218-733-7650 (voice) or 218-722-6893 TTY.



### AVOID DISAPPOINTMENT!

Unfortunately, when too many people wait until the last minute to register classes may be cancelled. To avoid disappointment, please register early!

Visit

<http://www.lsc.edu/ContinuingEducation>  
for more details or to register today!

