

Policies

This community program is partially supported by state and local tax dollars. Your fees make up the difference. Some courses are self-supporting and require a higher registration fee and minimum enrollment.

Class Locations

Classes meet at Lisbon High School and at Lisbon Adult & Community Education's learning center. Check each listing for location.

Course Cancellation

If there is insufficient enrollment, a course will be canceled.

Cancellation:

If Lisbon public schools are canceled for any reason (weather, safety, etc.), Adult Education classes are canceled as well. At other times, cancellations will be broadcast on Channel 6 TV after 2:00 p.m.

Discount For Senior Citizens

Individuals age 60 or over will receive a 10% discount on most classes including all computer classes, personal enrichment, health and fitness and academics. This discount is not available for Medical Workplace Skills classes, ITV classes, Electrician Training and Internet based on-line classes.

Confirmation:

Written confirmation is not mailed to students. Students are notified only when there is a change in the course meeting schedules.

100% Refunds:

Full refunds will be issued if a course is canceled due to low enrollment, or if a student drops a course prior to the first meeting. No refund will be made after the first class meeting.

Textbooks:

Texts will be sold on the first night of class. Payment is expected upon receipt of the book. No refunds will be given on textbooks. Book deposit fees must be paid by the first night of class.

Vacations & Holidays

There will be no classes on the following dates: **1/01, 1/18, 2/14-2/20, 4/18-4/24, 5/28-5/31**

Non-Resident Fee:

An additional non-resident fee of \$5.00 will be charged to students who are not residents of the Town of Lisbon, when the original registration fee is \$15.00 or more.

Printing Fees: Students taking on-line courses who do their work at school will be charged 10 cents per page for printing.

INS Funds

A fee of \$20.00 will be charged by the Town of Lisbon for checks returned for insufficient funds.

**The Lisbon Adult & Community Education
Business Office
is located at Lisbon High School**

OFFICE HOURS

Monday through Thursday 9 a.m. to 9 p.m.

Phone: 353-3037

FAX: 353-3036

<http://lisbon.maineadulted.org>

**The Lisbon Adult & Community Education
Learning Center
LACE is open only when classes are
scheduled in the building**

LACE is located at 19 Gartley Street in Lisbon. The Adult Education entrance is at the back near the ball fields. Phone: 353-6711 x 218. The voicemail at this extension is not regularly checked. If you need immediate assistance please call the Business Office

Lisbon School Department

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Adult Education Staff

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Sylvia Crafts, Administrative Secretary

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