



Southern Arkansas University Tech Community Education Policies For Non-Credit Classes

Workforce & Community Education
P.O. Box 3499, E. Camden, AR 71711
(870) 574-4495 * Fax (870) 574-4538
wce@sautech.edu * www.sautech.edu

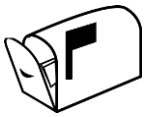
HOW TO REGISTER

You can register for Community Education classes in five easy ways: mail, e-mail, fax, online, or in-person. Every effort is made to ensure that information and fees are accurate; however, changes, corrections, or cancellations of classes or fees may occur. We reserve the right to cancel any class that does not meet minimum enrollment.

Registration and payment can be mailed or brought to SAU Tech Business Office located in the Administration Building.

CLASS REGISTRATION: Registration closes five (5) business days prior to the first class meeting date unless otherwise stated.

COMPLETE REGISTRATION FORM & SUBMIT



MAIL- IN: SAU Tech
Attn: Workforce & Community Education
P.O. Box 3499
1615 Spellman Road
Camden, AR 71711



E-MAIL: wce@sautech.edu



FAX: (870) 574-4538



ON-LINE: Register on line at www.sautech.edu the registration form will be found under Community Education.



IN-PERSON: Workforce & Community Education Office – Technology Building: Office 7

PAYMENT

Full payment of the class fee is expected at time of registration. Acceptable methods of payments are cash, check, credit/debit card, money order, or purchase order. The following credit cards: MasterCard, VISA, Discover, and American Express. Service charge on checks returned NSF is \$25.

Remember you have NOT reserved a place until the fee is paid in full. These courses will be filled on a first come, first paid basis.

Business Office Hours: Fall and Spring Semesters - Monday – Thursday-8:00 a.m. - 5:00p.m.
Friday -8:00 a.m. – 11:30a.m.

Summer Hours – Monday – Thursday 7:00a.m. – 5:30p.m.
Friday – The College is closed

CANCELLATION POLICY

When We Cancel: A FULL refund will be issued if a course is cancelled by the Office of Workforce & Community Education.

When You Cancel: A refund will be granted if a refund request is made five (5) business days prior to the first class meeting date (less a \$10 cancellation fee). Refund request must be made in writing and submitting to the Office of Workforce & Community Education. Please allow three weeks for refund checks to arrive. **A person may pass their registered spot to another person pending completion of participant substitution registration paperwork.**

Senior Discount Policy: Senior citizens are required to pay full price for all non-credit classes unless otherwise indicated.

NOTE: This information is complete and accurate at the time of posting, however, it is subject to change.

UNIVERSITY CLOSING

When regular classes do not meet because of inclement weather or holidays, Workforce & Community Education classes will not meet.

PARKING

All vehicles parked on campus must have a validated parking permit. Parking permits are FREE and may be picked up in the Business Office.

UNDERAGE POLICY

Certain classes may require a minimum age. Students under the minimum age may be required to be accompanied by a parent or adult guardian over 18.

HEALTH DISCLAIMER

Before beginning any new health, exercise, recreational, or physical activity program, we suggest that you consult with your doctor or healthcare practitioner.

Want to teach a non-credit class?

Send your course proposal to:

SAU Tech

Attn: Workforce & Community Education

P.O. Box 3499

Camden, AR 71711

or e-mail to: wce@sautech.edu