

## Fee-Based Registration Information

**1. In person:** Campus Center *one day only*

Thursday, August 6  
10:00 am – 12:30 pm

**ENCORE office**

Monday, Aug. 10<sup>th</sup> thru the end of semester  
Office: VLGE 8310 (behind South Gym)  
Office hours: M-Th 10 am – 2 pm

**2. Mail-in:** Mail completed ENCORE *Fee Based Registration Form* (found [here](#)) and fees to:

**ENCORE, Pierce College**  
**6201 Winnetka Avenue, #341**  
**Woodland Hills, CA 91371**

Note: Mail-in takes 4-6 days to process. Mail-in registration is processed in order of the postmark. We begin to process mail-in August 10<sup>th</sup> after 4 pm. We will call to confirm your registration.

**Parking Permit:** See page 3

Note: For classes that reach minimum enrollment new students can enroll at the first class meeting if space is available. You may call the office to check if a specific class made or not.

## Refund Policy

- Class fees are non-refundable unless ENCORE cancels the class or if you have a medical reason or jury duty (documentation must accompany request by September 7, 2009).
- If a student elects to drop a class due to illness or jury duty, a request for refund and appropriate documentation must be made by September 7, 2009. THERE WILL BE NO REFUNDS AFTER THIS DATE OR AFTER A CLASS HAS BEGUN. Failure to attend class does not warrant consideration for a refund.
- SAVE YOUR RECEIPT! The original registration receipt must accompany any request for a refund.
- A class may be CANCELED by the ENCORE office if fewer than the required minimum number of students have enrolled by September 7, 2009. Enrolled students will be contacted by phone and refunds will be issued.
- Refunds take approximately 4-6 weeks to process.
- Classes are not prorated

## Additional Information

**Fees:** All class fees must be paid at the time of registration.

**CASH, CHECK:** Make all checks & money orders payable to L.A. Pierce College. Please write Driver's License number on check.

**SCHEDULE CHANGES:** Due to campus construction, times and locations are subject to change and DO NOT warrant a refund.

**CANCELLATIONS:** A class may be CANCELED by the ENCORE office if fewer than the required minimum number of students enroll by September 7, 2009. Enrolled students will be contacted by phone and refunds will be issued.

**RETURNED CHECKS:** A \$10 Returned Check Charge is assessed for EACH CHECK returned to the LAPC Business Office unpaid by the bank for any reason. A Stop Payment order on a check DOES NOT constitute an official withdrawal nor does it relieve the student's financial obligation for a class.

**CONFIRMATIONS:** Encore will call and mail students a receipt. If you register for a class by mail and you do not receive a confirmation before your class(es) begin(s), it is your responsibility to call ENCORE office at (818) 710-2561 for that information. **Non-receipt of confirmation does not warrant a refund.**