

ENRICHMENT CLASS REGISTRATION INFORMATION & POLICIES

4 WAYS TO REGISTER

1. Online Registration at www.PPSCommEd.org
2. Call the Enrichment Office at (269) 323-6700
3. Mail registration form with fee to: Portage Public Schools,
8107 Mustang Drive, Portage, MI 49002 Attn: Enrichment Program
4. Visit us at 8107 Mustang Drive in Portage

Payment due at time of registration.

We accept VISA, MC, DISCOVER & AMERICAN EXPRESS.

Checks payable to Portage Public Schools

All classes must reach minimum enrollment. ENROLL EARLY! Registration closes one week prior to the start date. Mark your calendar!! Come at your registered time unless otherwise contacted. All classes must reach minimum enrollment. Registration closes one week prior to the start date.

**All notification/receipts
are sent via email.**

**Please keep your
email address current.**

SCHOOL CLOSURE POLICY

As a rule, when PPS cancels school due to unforeseen circumstances, such as inclement weather or power outages, the Enrichment programs will also be canceled. However, there are times when the decision may be made to still hold all or some enrichment classes that day. In the event that classes have been canceled, a teacher or off-site business may have the option to hold class. Please check the EFL website (ppscammed.org), your email and/or contact the business where your class is scheduled to be held.

*Please have a current email address
in your profile.*

REFUND POLICIES

A full refund will be issued if it is necessary for us to cancel a class/program because of insufficient enrollment. If the enrolled student calls within three business days before the first class meeting, a refund will be issued, minus a \$10 processing fee. If you cancel after the deadline, you will not qualify for a refund. If the class you are dropping still has the minimum enrollment needed to run, you may transfer your registration to another session.

No refunds or credits will be issued for one-time programs unless request is received at least three business days in advance. Once a class begins, no refunds will be given. A \$25 fee will be assessed for returned checks.

Please Note: The refund policy applies to all classes unless otherwise noted in the class description.

GOLD CARD HOLDERS

Receive a 10% reduction in charges on your class fees.
(Applies to most classes.) Please call the office before registering to obtain the correct charges.