


## How to Register

- **Online:**  
www.district745.org  

- **By Phone:**  
Registration can be taken over the phone using a Visa, Discover or MasterCard. Call 845-5060 to register by phone.
- **By Mail:**  
Simply fill out the registration form, attach a check or money order, and mail to:  
Community Education  
PO Box 40  
Albany, MN 56307
- **In Person:**  
Registrations can be dropped off Albany Secondary School District Office. Office hours are Monday through Friday 7:30 am-4:00 pm.
- **Make checks payable to:**  
Albany Area Community Education

## Where Are Our Schools?

**Albany Area Middle & High School**  
30 Forest Ave, Albany

**Albany Elementary School**  
10 Forest Ave, Albany

**Avon Elementary School**  
410 Avon Ave N, Avon

## Registration Policies

### Register Early

Classes fill up quickly. Please register by the deadline indicated after each activity so we can make enrollment decisions. If there is not a deadline listed, please register at least one week in advance. We will accept registrations as long as room is available.

### Are You Registered?

Presume the course will be held at the time and place indicated and that you are enrolled unless you hear differently from the Community Education Office.

### Special Needs

If you have a disability and assistance is needed in participating in any Community Education activity, or if you have questions about accessibility, call us.

### Inclement Weather

No classes or recreational activities will be held when school has been cancelled or closed early due to bad weather. Listen to KASM or call 845-5060 for notification of cancellation.

### Refund Policy

We will issue a full credit voucher or refund only if you notify the Community Education Office with cancellations at least 48 hours prior to the beginning of class. Prorated refunds will be issued for classes or activities that have multiple meeting dates. Request for refund must be made and will be handled on an individual basis.

### Cancellation Policy

We reserve the right to cancel classes if enrollment is below the minimum needed. Registrants will be notified of cancellation before the class begins and a full refund will be given.

### Satisfaction Guaranteed

If you are not satisfied with any Community Education activity in which you participated, please call us at 845- 5060. We will make it right!

### Scholarships Available

Scholarships are available for students (Grades PreK-12) that qualify for free and reduced lunch. Simply fill out the application and receive reduced tuition on Community Education classes. Applications are kept confidential.

### Anti-Bullying Policy

Albany Community Education is subject to the Albany Area School's anti-bullying policy. All school-aged participants in activities and classes must abide by this policy at all times while participating. Violations of this policy may result in a participant's removal from the activity and/or other consequences as described in the policy.

### Hold Harmless Policy

In order to participate in any activity, I agree to hold Albany Area Schools and Albany Area Community Education, its employees, agents and contractors harmless and I give up any right I may have to make claims or lawsuits against them. I acknowledge that this is not an essential service provided by Albany Area Schools and Albany Area Community Education. I understand and acknowledge that the activities I am about to voluntarily engage in as a participant have certain risks. I understand that these risks known or unknown, anticipated or unanticipated may result in injury, death, illness, disease or damage to myself or my property or to other persons or their property. I voluntarily agree and promise to accept and assume all responsibilities and injuries, death, illness, disease or damage to myself or my property arising from my participation. I am voluntarily participating in activities with knowledge of the dangers and risks involved and no one is forcing me to participate.