

## HOW TO REGISTER

## FREQUENTLY ASKED QUESTIONS

### ON-LINE:

Browse the list of classes, download the catalog, and pay on-line – all from [www.paypams.com/liberty](http://www.paypams.com/liberty). This is a secured site.

### MAIL:

Send completed registration form and fee by cash, check or money order to:

Liberty Public Schools  
Community Education  
650 Conistor  
Liberty, MO 64068

### IN PERSON:

District Administration Center is located at 650 Conistor.  
Hours: 8 a.m. - 5 p.m.

### BY PHONE:

Call Heddie Leger at 736-7117 with any questions.  
Hours: 8:30 a.m. - 5 p.m.

### How do I know if I am registered?

*You are enrolled as soon as we receive your registration form and fee.* We will contact you only if a class is canceled or if a class schedule is changed.

### What is the refund procedure?

Refunds are made when:

- A class is canceled due to insufficient enrollment
- A class is filled before we receive your registration form and fee
- A refund is requested 24 hours before the first class is held

**No refunds are given after a class meets.**

### Who can enroll?

Anyone 16 years or older may enroll on a space available basis, unless otherwise noted in the course description.

### Are there any extra costs?

Texts, materials, or supplies that are not covered in the class fee will be noted in the course description.

Please cut along line and mail to Liberty Public Schools.

# COMMUNITY EDUCATION REGISTRATION FORM

LIBERTY PUBLIC SCHOOLS

SPRING 2008

PHONE: 736-7117 FAX: 736-5306

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Course Title	Course Number	Start Date	Time	Fee
Course Title	Course Number	Start Date	Time	Fee
Course Title	Course Number	Start Date	Time	Fee
				<b>TOTAL \$</b>

**CLAY COUNTY** residents **60 YEARS OF AGE** & older: Date of birth \_\_\_\_\_

METHOD OF PAYMENT: Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_ PayPams \_\_\_\_\_

Make checks payable to: LIBERTY PUBLIC SCHOOLS

I HAVE READ AND UNDERSTAND THE REGISTRATION AND REFUND POLICY FOR COMMUNITY EDUCATION CLASSES.

Signature \_\_\_\_\_ Date \_\_\_\_\_