

## **Continuing Education Important Notices**

1. **Payment** – The attached Registration Statement “*IS NOT A BILL*”. This is a receipt of the fees you paid in full.
2. Each student is issued an ID #, please make note of this number for future reference.
3. **Parking** – Parking permits are required on campus. Parking permits may be purchased on campus for **25¢ for 1 hour, \$1.00 for 4 hours or \$2.00 for the full day**. Parking permits meters (yellow boxes) are located at the entrance to each parking lot.
4. **Office Hours:** **Monday – Thursday: 7:30 a.m. – 5:00 p.m.**  
**Friday: 8:00 a.m. – 12:00 p.m.**  
**(951) 487-3707**
5. **Refunds** - Refund requests **MUST** be made by the third working day prior to the start of the class. **NO REFUNDS WILL BE ISSUED AFTER THIS TIME.** A \$10.00 per person/per class processing fee will be charged unless class is canceled or meeting times are changed by the Continuing Education Office. Refunds will be made to the student whose name appears on the enrollment form regardless of who paid the fees. Please allow 30 days for refund check. **PLEASE NOTE:** If you are requesting a refund because of dissatisfaction with the class, you **MUST** notify the Continuing Education Office in writing within seven working days of the start date of the class. Only written requests will be considered, however there is no guarantee of a refund. Inability to keep up with a class is not a justification for a refund. Refunds will **NOT** be issued for students going to the wrong site or attending on the wrong day.
6. A \$25.00 fee will be charged for returned checks.
7. To register online for (**fee-based classes only**) go to: [www.msjc.edu/ce](http://www.msjc.edu/ce).
8. **Child Waiver** - All students participating in a **College for Kids** class must have a signed College for Kids Activity Waiver on file. Parents will receive the waiver form with their receipt or can go online to download form. Please return the signed form to the Continuing Education office by mail or to the instructor on the first day of class.