

# Policies and General Class Information

## Registration Choices:

1. **Phone In:** 398-7700 x 1112 and use a valid credit card to register for the classes of your choice.
  2. **Mail In:** Fill out the registration form and make checks payable to Kimball Community Education. Send to: Kimball Community Education PO Box 368 Kimball, MN 55353
  3. **Online:** Click [HERE](#) to register online. Pay with a credit card.
  4. **Walk In:** Bring registration form and payment to the Community Education office located in the Kimball Area High School District Office. Enter the main High School doors, check-in at the office, then proceed to the Community Education office.
  6. Registrations with checks may also be given to homeroom teachers or school offices.
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- A. Classes are filled on a first-come, first-serve basis.
  - B. Assume you are registered for the class unless you hear otherwise from us. All classes meet at the scheduled time and place, unless notified.
  - C. We are proud of the quality of our classes and activities. If, after attending the first session of a class, you are not satisfied with its quality, please notify Community Education and we will discuss refund options.
  - D. **Refunds:** if a class is canceled, you will be notified and your money refunded or credited to your account.
  - E. **Need to cancel,** call #320-398-7700 x 1112 at least one week prior to the class and we will refund tuition. Some classes may have specific cancelation and refund policies.
  - F. **Inclement Weather:** If public school is canceled, all Community Education and ABE/GED classes are canceled, also.
  - G. **Tuition Assistance:** Residents of Kimball Area School District that meet income eligibility guidelines may qualify for fee reduction on certain classes and programs. More information is available at the Community Education Office.