

FCPS ACE Registration Form

Student Name (print clearly and in pen)

I have never taken a class with FCPS ACE before *OR* I have taken classes with FCPS ACE before (please list ACE Participant ID Number found on receipt for a previous class)

First Name MI Last Name Date of Birth (month/day/year) required for Sr. Citizen discount/some K-12 classes

Select One: Female Male Phone Number: () - Check One: Cell Home Office Other

E-Mail Address:

Street Address Apt # City State Zip

Check if change of address, phone, or e-mail:

Course Information

Course No.	Section No.	Start Date	Start Time	Course Title	Tuition Fee	Text Fees*	User Fees*
<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 250px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 250px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 250px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>

Subtotal before discounts:

ACE Scholarship Fund discount (if applicable):

Fairfax County Senior Tuition Discount of 25% (if applicable): ***Discounts not permitted for fees**

Subtotal each column after discounts:

I'd like to make a tax-deductible donation to the ACE Scholarship Fund providing low income adults and children with employment training and educational opportunities **Donation amount added to my total payment:**

Add all subtotals after discounts together plus donation (if applicable). Total (pay this amount):

Payment Method

Select Method: Mastercard Visa Check *(Payable to FCPS ACE. Include home address/phone number on check)* Purchase Order/Letter of Authorization *(see FCPS ACE policies for conditions related to PO/LOA)*

Card Number - - - Expiration Date (Month-Year) -

Print Name (as shown on the card) Signature

Cardholder Billing Address and Phone Number *(if different from address and phone number listed above)*

Five Ways to Register

***IN PERSON - PLUM CENTER**

6815 Edsall Road
Springfield, VA 22151

Hours: Monday-Friday
9am-12pm, 1pm-5pm
Closed 12pm-1pm

ONLINE

Register anytime by visiting
<https://aceclasses.fcps.edu>

***PHONE/E-MAIL**

703-658-1201
aceonline@fcps.edu

MAIL

Include your payment with form

FCPS-ACE, Dept. A
6815 Edsall Road
Springfield, VA 22151

FAX

703-658-1251

***Inclement Weather or other
Cancellations-
Please check FCPS.edu**

FCPS ACE ENROLLMENT POLICIES

Purchase Order - PO (Purchase Orders) / LOA (Letters of Authorization)

Companies/organizations have the option of using PO's, LOA's, or setting up a company account and enrolling students with a company credit card. If enrolling with a PO or LOA, please allow two weeks for processing. Please send completed registration forms, along with an attached copy of your PO or LOA to:

Adult and Community Education, Department A
6815 Edsall Road
Springfield, VA 22151
E-mail: ACEOnline@fcps.edu

Companies/organizations enrolling students using these methods are obligated to pay textbook, material, lab, and tuition fees associated with these enrollments within 30 days of registration. There are no discounts for classes missed. Please see "Refund/Cancelation" for details. Payment should reference invoice number and be sent to:

Adult and Community Education, Department F
Fairfax County Public Schools
Pimmit Hills Center
7510 Lisle Avenue
Falls Church, VA 22043

Companies/organizations looking to set up a company account can do so online at: <https://aceclasses.fcps.edu/login.aspx>. Setting up an account is easy to do, saving time and effort to ensure that you get your people directly into the classes you want. Once you set up the account, select "Add Student", complete the online form, and then you can register your people for the class(es) of your choosing and get instant proof of registration.

REGISTRATION

Use your ACE Participant ID number, if you have one, when completing the registration form. Only one person may register per form. You may duplicate this form or copy the one provided in our FCPS ACE Catalog.

Registration Confirmation

Online registrations are confirmed immediately. Other registration methods are not confirmed unless requested. Please plan to attend your first class unless notified otherwise by ACE staff.

PAYMENT

Include payment with your registration. Only one ACE discount or coupon may be used per purchase.

Note: When you provide a check as payment, you authorize FCPS ACE to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize FCPS ACE to collect a \$35 fee (plus bank fee if allowed by your state law) through electronic fund transfer from your account if your payment is returned unpaid. Please include the following on your check: Full name, street address, and phone number.

TEXTBOOKS & MATERIALS

If you need a textbook, you must register at least 10 days before the class start date in order to guarantee delivery to the first-class session. Payment for textbooks is required when you register; textbooks will be delivered at the first class meeting. User fees contribute to expenses unique to the program/course and may include any of the following: instructor and student supplies, equipment maintenance and replacement, computer or specialized lab fees, instructor support and development, transcripts and certificates, and facility fees.

ACE WELCOMES ALL

FCPS ACE is committed to non-discrimination in our programs, services, and activities. For special accommodations under the Americans with Disability Act (ADA) and for English Language Learners (ELL), contact FCPS ACE Student Services at least two weeks in advance of the registration deadline or event (whichever is earlier). FCPS ACE will make every attempt to provide reasonable accommodations; however, failure to request an accommodation within the specified time frame may limit our ability to fulfill your request. Call 703-658-2709 or e-mail educationalcounseling@fcps.edu. FCPS ACE is a self-supporting program that makes every attempt to ensure that all possible and appropriate steps are factored into providing courses that are reasonably priced while covering costs to offer quality programming. Reduced fee and tuition waivers are not available for these elective programs.

Under 18?

Adult education classes are for students 18 years and older, unless otherwise specified. In some instances, exceptions may be approved. Contact Student Services at 703-658-2709 for information about an underage waiver. Requests require two weeks advance notice.

Non-FCPS students under 18 must submit additional documentation along with their completed registration form and payment.

Visit: www.fcps.edu/registration/adult-and-community-education-registration for additional information.

Over 62?

Fairfax County residents 62 years of age or older may opt for a 25 percent tuition discount on the tuition fee (textbooks and user fees are excluded). The birth date/year must be provided on your registration form to be eligible.

Fairfax County residents 62 years of age or older who suffer a financial hardship may apply for a full tuition waiver. The waiver may be used for one class per term; all textbook and user fees must be paid. To obtain an application for a waiver, call 703-658-1201 at least two weeks prior to the class start date or download an application from www.fcps.edu/registration/adult-and-community-education-registration. Submit your registration together with the waiver application and appropriate payment. No senior adult waivers are allowed for ESOL, online classes, or for certain other classes as noted.

REFUNDS/CANCELLATIONS

Traditional Classes

You will automatically receive a refund when a class is cancelled. For any other refunds or cancellations, your written request must be received by 5:00pm (ET), three business days prior to the class start date.** You may obtain a refund request using the Refund Request Form found at www.fcps.edu/registration/adult-and-community-education-registration (scroll down to "Forms") OR send us the following information: your name, address, ACE Participant ID number (if available), phone number, and course number for which you are requesting the refund, along with the reason for the request. All refund requests must be submitted in writing, via e-mail or US mail to:

ACerefundrequest@fcps.edu
Adult and Community Education, Department F
7510 Lisle Avenue
Falls Church, VA 22043

Driver Education Classes

Due to FCPS enrollment requirements regarding the behind-the-wheel classes, refunds or transfers will not be given unless a written request is received by 4:30pm (ET) five business days prior to the start of the class.**

Please e-mail drivered@fcps.edu for more information.

Online Classes

Online classes have a unique refund policy.**

Visit www.fcps.edu/registration/adult-and-community-education-registration (scroll down to "Refund Process") for information.

** A \$15 withdrawal fee is assessed for each refund (applies to ALL FCPS ACE classes - traditional, driver education, and online). Refunds will be processed to the same payment method originally used (example: if you paid by credit card, the refund will be applied to the same credit card that was used; if you paid by check, your refund will be issued by check). Allow at least three weeks for processing.