

# Registration Form

## Six Ways to Register

### ONLINE

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

### PHONE

703-658-1201  
 Monday–Friday, 9 am–5 pm

### FAX

Fax your completed form (including credit card information) to **703-658-1251**.

### MAIL

Include your payment with form:  
**FCPS-ACE, Dept. A**  
 6815 Edsall Road  
 Springfield, VA 22151

### IN PERSON

Visit Plum Center. (Check office hours below.)

### PURCHASE ORDER

Companies or organizations enrolling staff for training may complete registration forms and attach company memo or purchase order. (Payment is due within 30 days after the start date of the class.)

Course No.	Section No.	Start Date	Start Time	Course Title	Tuition Fee	Text Fees	User Fee	Total Fees
					\$	\$	\$	\$

- I am a first-time registrant     male     female     Check if change of address
- I'd like to make a tax-deductible donation to the ACE Scholarship Fund to provide low-income adults with employment training and educational opportunities.  
 I have added \$ \_\_\_\_\_ to my total.

Subtotal \_\_\_\_\_  
 Fairfax County Senior Tuition Discount  
*(textbooks and user fees are excluded)* \_\_\_\_\_  
 ACE Scholarship Fund \_\_\_\_\_  
**TOTAL (pay this amount)** \_\_\_\_\_

ACE Participant ID Number \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_ BIRTH DATE REQUIRED FOR SENIOR CITIZEN DISCOUNT (MO/DAY/YR) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_  Sign up for ACE classes e-mail updates.

**PAYMENT METHOD** (check one):     MasterCard     VISA     Check (Make check payable to **FCPS ACE**; include home address and phone number.)

CARD NUMBER \_\_\_\_\_ EXPIRATION DATE (MONTH, YEAR) \_\_\_\_\_

CARDHOLDER'S SIGNATURE \_\_\_\_\_ PLEASE PRINT CARDHOLDER'S NAME CLEARLY (AS IT APPEARS ON CARD) \_\_\_\_\_

CARDHOLDER'S ADDRESS/PHONE NUMBER (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

## Customer Service

Phone: **703-658-1201 (M-F, 9 am-5 pm)**  
 FAX: **703-658-1251**  
 E-mail: [aceclasses@fcps.edu](mailto:aceclasses@fcps.edu)  
 Weather/closing line: **703-658-1203**

### PLUM CENTER

6815 Edsall Road  
 Springfield, VA 22151

#### Hours:

Phone: M–F, 9 am–5 pm  
 Walk-in: M–F, 9 am–5 pm



Directions to FCPS locations are available at  
<http://commweb.fcps.edu/directory>.