

FALL 2018

*Tewksbury
Public Schools
Office of
Community Services
Adult Education*

978-640-7831
WWW.TEWKSBURY.K12.MA.US

ALL REGISTRATIONS MUST BE DONE ONLINE THRU COMMUNITY PASS. (SEE PAGE 4 FOR DIRECTIONS.) YOU CAN STILL PAY BY MAIL OR ONLINE BUT YOU MUST REGISTER ONLINE. IF YOU HAVE DIFFICULTY WITH THIS PLEASE CONTACT THE OFFICE . WE ARE HERE TO HELP! NOTE: Courses will be closed one week before they are scheduled to start so we can prepare the instructor folder/roster. Please register early to avoid cancellations.

COMMUNITY SERVICES ADULT EDUCATION DIVISION FALL 2018 CALENDAR

	M	T	W	TH
SEPTEMBER	17	X	19	20
	24	25	26	X HS OH
OCTOBER	1	X	3	4
	X	9	10	11
	15	16	17	18
	22	23	24	25
	29	30	31	
NOVEMBER				1
	5	6	7	8
	X	13	14	15
	19	20	X	X
	26	27	28	X HS PT CONF
DECEMBER	3	4	5	6
	10	11	12	13
	17	18	19	20

*XHS -No Classes will be held at the High School on these dates due to open house or other events

*X-no classes at all schools (there may be exceptions)

PLEASE NOTE:

We do not send confirmations. You will be notified via email ONLY if a class is cancelled completely so please check your email. If a class is cancelled due to the bad weather an effort will be made to send an email indicating this. *Some courses require the purchase of materials either from the instructor or a third party. This does not imply an endorsement of any product or service by the Tewksbury Public Schools.*

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POLICIES and GENERAL INFORMATION

WHO MAY ATTEND:

Enrollment in Community Services adult evening classes is open to anyone 18 years of age or older. Residents from other communities are welcome. (Anyone under 18 years of age, who wishes to enroll in an **ADULT** class, **must** attend with a parent/guardian, provided there is space available, and must have prior approval of the instructor. Students under 18 may attend a youth class, such as Babysitting Basics, without an adult.) Please register online for all classes, Adult or Child.

REGISTER AND PAY ONLINE for Adult Ed. and Children's Courses

- **GO TO <https://register.communitypass.net/TewksburyPublicSchools> OR FIND THE LINK ON OUR WEBSITE AT WWW.TEWKSBURY.K12.MA.US. CLICK ON THE "ABOUT" TAB, CLICK ON "COMMUNITY SERVICES" UNDER DEPARTMENTS & PROGRAMS, AND THEN CLICK ON THE "ADULT EDUCATION" BULLET.**
- **Everyone with a child in the Tewksbury Public Schools has a family account.** If you do not already have an account please create one under Community Pass to access the registration page. Once you have an account you will be able register. **If it says you have an account and you do not know your login or password email Maura Rauseo at mrauseo@tewksbury.k12.ma.us or call her at 978-640-7831 x218. PLEASE DO NOT CREATE A NEW ACCOUNT.** Please enter all of your information. If more than one person in a family is registering for a class, each individual must be added to the account and registered separately. You will receive an email confirmation once you are registered.
- **Acceptable forms of payment include:** Mastercard, Visa, American Express, Discover and your Bank Account. (There is a 2.9% convenience fee for using a credit card and a \$.40 per transaction fee to use your checking account/routing number. Paying by EFT is under the Credit Card section.) You can also choose to "send payment" and mail it in or drop off a check at Community Services Adult Education, 139 Pleasant Street, Tewksbury, MA 01876. **If a class is cancelled, tuition will be refunded but any fees charged by invoice cloud (convenience fees) for paying online or rejected payment fees are non-refundable.**
- **Enrollment is determined on a first come, first serve basis. Courses will be closed one week before they are scheduled to start so we can prepare the instructor folder/roster. Please call us if you still wish to register and the course is no longer available online so we can check to see if it is still running and accepting walk-ins.**

TUITION, FEES, and METHOD OF PAYMENT:

The tuition is listed with each course description. **There is a 2.9% convenience fee for all credit card payments and a \$.40 per transaction fee for EFT. Please do not send cash.** Checks should be made payable to the "Town of Tewksbury."

REGISTRATION FEE:

Due to system constraints, we have waived the registration fee but courses will close a week before they are scheduled to run so please register early.

SENIOR CITIZEN DISCOUNT:

Seniors (age 60 and over) will be granted a **10% discount on tuition fees** except for **WHERE INDICATED IN THE COURSE DESCRIPTION**. **You must be over 60 to receive the senior discount. It will be automatically deducted if the birthday you enter at registration qualifies you for it.**

REFUNDS:

Tuition is refundable if there is insufficient enrollment and a course is cancelled. **Students withdrawing before or at the first class will be assessed a \$5.00 administrative fee. THERE ARE NO REFUNDS FOR WITHDRAWING BEYOND THE FIRST CLASS. If a class is cancelled, tuition will be refunded but any fees charged by invoice cloud (convenience fees) for paying online or rejected payment fees are non-refundable.**

DATES of CLASS SESSIONS:

The dates of class sessions are indicated with each course description. This schedule should be used only as a guide. **Students are advised to check with their instructor to confirm class meetings.**

WHERE CLASSES ARE HELD and WHEN THEY BEGIN: All evening classes are held at Tewksbury Memorial High School, unless otherwise noted. Any exceptions are listed with the course description.

CLASS CANCELLATIONS:

If the Tewksbury Schools are closed due to inclement weather, vacation, or holidays, the Community Services adult evening classes are also cancelled. In the event it is necessary to cancel classes for inclement weather developing during the day, the decision will be made by **3:00 p.m.** Please listen to radio stations **WBZ, WCAP, WCCM, and TV Channels 4, 5, 7, and 25** for cancellation announcements. Every attempt will be made to make up cancelled classes either at the end of the course schedule or by extension of remaining class hours. **Please do not call the School Department or the Police Department.**

BUSINESS/FINANCIAL MANAGEMENT



FINANCIAL AID 101, Mr. Jack Wang, Instructor

Course #1

This is not the same information presented in the guidance/MEFA financial aid session. If you don't know the rules, you can't win the financial aid game! We'll be going over strategies to get more aid and pay for college. We'll go over common questions such as how to save, options for paying, how to get more aid, and what factors are truly important. And most importantly, we'll be discussing how to avoid the unintentional mistakes that ruin your chances for aid! **Tuition is not per couple, it is per person. Each person must sign up individually.**

Wednesday

9/19

Tuition \$20.00

TMHS Rm. B109

6:30-8:30 p.m.

1 session

HOW TO SAVE FOR COLLEGE, RETIREMENT, PAY OFF DEBT, AND BALANCE IT ALL!,

Mr. Jack Wang, Instructor

Course #2

This workshop is intended for families with younger children. What's the best way to save? How to maximize chances for financial aid later? How to balance day to day expenses, paying down debt, and saving for college and retirement. And a nice vacation or two. . We'll discuss strategies on how to find extra money without killing your lifestyle, how to save effectively and efficiently to balance multiple priorities. And do it in a way to maximize college financial aid in the future! While balancing it all!

Monday

10/29

Tuition \$20.00

TMHS Rm. B109

6:30-8:30 p.m.

1 session



MANAGING YOUR MONEY MADE SIMPLE,

Amy LaMarche, Melody Anoli-Marcotte, and Corrine Lombardo, Instructors

Course #3

Money, Money, Money!! Let's start the New Year off by taking control of your finances. Taking the time to manage your money better can really pay off. It can help you stay on top of your bills and save you money each year. This class will give insight into how to use the simplest financial tools to help you manage your debts and to put extra money toward your savings. We will discuss the many resources available to the consumer when it comes to a brick and mortar bank as compared to online banks. By the end of the class, we will take the "S" out of *Stress* and teach you simple techniques and strategies to make you more financially "savvy". Please bring a notebook and pen to class.

Thursday

10/11

Tuition \$20.00

TMHS Rm. B109

6:30-8:00 p.m.

1 session

HEALTH/PERSONAL DEVELOPMENT

BASKETBALL - MEN'S, Dave Libby and Todd DiRocco, Instructors

Course #4

Enjoy the recreational and competitive challenge of playing basketball with adults. Teams will be assigned. All games will be officiated by IAABO Basketball Officials and game tee shirts will be provided. **YOU MUST REGISTER ONLINE. IF YOU COME THE FIRST NIGHT TO REGISTER, THERE WILL BE A LAPTOP SET UP FOR YOU TO REGISTER AT SO IT IS EASIER TO DO IT FROM.**

TMHS Gym

6:00-10:00 p.m

Tuition 130.00

10 sessions

Tues, 9/11 and Thurs, 9/13 will be registration and pickup games. Games begin on 9/18. To save time, please register online ahead of time. If you played basketball before you already have an account. Please do not create a new one. Check with Dave Libby for your login and password if you do not know it.

Scheduled days - Todd or Dave will email out a final schedule once completed.

Go by Dave Libby's schedule on his web page for dates/times. Tentative Schedule: Games start 9/18

<http://www.leaguelineup.com/welcome.asp?url=tewksburymensbasketball&sid=441780357>



BASKETBALL - WOMEN'S, Ms. Nancy Toland, Instructor

Course #5

Enjoy the recreational and competitive challenge of playing basketball with other adult women. Teams will be formed according to skill level and ability. Participants can enjoy an excellent workout, "pick up style", in this program. **No Class 11/22.**

**Thursdays
Wynn Middle School Gym**

**9/20 to 11/29
7:00-9:30 p.m.**

**Tuition \$80.00
10 sessions**

GOLF INTRO FOR ADULTS, Mr. Barrie Bruce and Staff, Instructors

Course #see below

Our Intro to Golf program is designed for the new to the game golfer with little or no golf experience. The basic fundamentals of the game will be taught in a relaxed, stress-free clinic-style setting. This program consists of five (5) one-hour lessons, spaced a week apart. Equipment and practice balls will be provided as needed. All you need to bring is a pair of sneakers and a good attitude. **NO SENIOR DISCOUNT.**

Tuition \$179.00

Course #6	Saturdays	9/8-10/6	11:30AM
Course #7	Sundays	9/9-10/7	11:30AM
Course #8	Mondays	9/10-10/8	5:30PM
Course #9	Wednesdays	9/12-10/10	5:30PM



(More dates are available if you contact the Golf School - be sure to mention you saw these courses in the TPS Adult Education Brochure.)

HEARTSAVER CPR/AED, Mr. Steve Sentementes, Instructor

Course #see below

Video based instructor led course that teaches adult, child, and infant CPR AED use. The course also includes how to reverse choking in adults, children and infants. This course is for anyone with limited or no medical training. Students will get a completion card at the end of the course. Please wear comfortable clothing. **Card is \$20, payable by check to Pulserate, the night of class.** A \$5 optional book is also available for purchase from the instructor. Students will receive an electronic CPR (E-card) from the American Heart Association.

3 separate one night courses are being offered.

TMHS ROOM B109

Tuition \$65.00

Course #10	Monday	9/17	6:00pm-10:00pm
Course #11	Thursday	10/18	6:00pm-10:00pm
Course #12	Monday	11/19	6:00pm-10:00pm

HEALTHCARE BLS PROVIDER CPR, Mr. Steve Sentementes, Instructor

Course #see below

Video based instructor led course that teaches high-quality CPR for adults, children, and infants. The AHA Chain of Survival, specifically the BLS components. Use of an AED. Effective ventilations using a barrier device. Importance of teams in multi-rescuer resuscitation and performance as an effective team member during multi-rescuer CPR. Relief of foreign-body airway obstruction (choking) for adults and infants. This course is perfect for all first responders, police, fire, emts, nursing students and dentists. There is a test at the end of the class. Instructor will discuss card at the end of class. Please wear comfortable clothing. **Card is \$10, payable by check to Pulserate, the night of class.** A \$16 optional book is also available for purchase from the instructor.

4 separate one night courses are being offered.

TMHS ROOM B109

Tuition \$85.00

Course #13	Monday	9/24	6:00pm-10:00pm
Course #14	Tuesday	10/9	6:00pm-10:00pm
Course #15	Thursday	11/8	6:00pm-10:00pm
Course #16	Thursday	12/13	6:00pm-10:00pm



HATHA YOGA—We were unable to find a YOGA instructor for this session. If we do find one, we will publish this information at a later time. Thank you for your understanding.

KAREN'S CARDIO AND MUSCLE WORKOUT, Ms. Karen Daley, Instructor **Course #18**

This class is a total body workout that focuses on every muscle group for all fitness levels, that will simultaneously improve your cardiovascular and muscle strength and endurance. Performed to motivating music, it incorporates cardio and a variety of strength conditioning exercises to always keep you on your toes and eager to see what is next. Wear comfortable workout clothes and sneakers. **Please bring a mat, weights, a towel, water, and a positive attitude. Guaranteed F-U-N! No Class 9/27, 11/22, 11/29.**

Thursdays
TMHS Rm. Dance Studio

9/20 to 12/13
6:15-7:15p.m.



Tuition \$65.00
10 sessions

LINE DANCING 101—ONE FUN NIGHT!, Ms. Carolisa of Moonlightdjs **Course #19**

Do you want to jump in when everyone hits the dancefloor at a wedding or party? Be ready to join in & have *fun!* We'll review all the popular "party" line dances you'll need from the nae nae to the cotton eye joe; cha cha slide & electric slide; some country, an Irish dance & more! Move & Groove to a mix of the *best* pop & dance from each decade; using easy moves to get loose on the dancefloor. Relax & have a fun night out with friends! For anyone who loves to dance or wants to learn – **Get in the Groove!**

Thursday
TMHS Rm. Dance Studio

11/1
7:00-8:30p.m.

Tuition \$15.00
1 session

MARTIAL ARTS/SELF DEFENSE WITH PRACTICAL RESULTS FOR ADULTS **Course #20**

Shihan Jeff and Shihan Deb, 5th Degree Black Belts, Instructors

In today's world, self-defense is on everyone's priority list. This is a great workout with measurable results! Kempo Karate/Ju-Jitsu/Kung Fu is an outstanding workout activity. Be prepared to sweat!

Wednesday
Wynn Middle School Gym

12/19
7:15-8:15 p.m.

Tuition \$25.00
1 session

TAI CHI 24-FORM DESTRESS LIFE & BALANCE YOUR BODY & MIND, Sharon Pei, Instructor **Course #21**

This class will introduce the first 12 movements of the simplified Tai Chi Chuan movements in Yang Style. It is perfect for both beginners and those who have taken a Tai Chi 10-Form class before. Tai Chi Chuan improves your blood circulation, promotes mental concentration, reduces muscle stiffness caused by daily stress and leaves you with a peace of mind. It is an excellent supplementary activity for stress management, arthritis ailments, high blood pressure and improves your general health. **Wear loose fitting clothes and soft soled shoes. No class 10/17, 10/24 & 11/21.**

Wednesdays
TMHS A209

9/19 to 12/12
6:45-7:45 p.m.

Tuition \$120.00
10 sessions

TAI CHI DE-STRESS LIFE & BALANCE YOUR BODY & MIND, Sharon Pei, Instructor **Course #22**

Let this ancient art of cultivating and storing internal energy through slow, non-impact movements and relaxed breathing, bring you back to a place of calm. Harvard Women's Health Watch says of Tai Chi: "This gentle form of exercise can prevent or ease many ills of aging and could be the perfect activity for the rest of your life....and you can get started even if you aren't in top shape or the best of health. There is growing evidence that this mind-body practice, which originated in China as a martial art, has value in treating or preventing many health problems. And it can be easily adapted for anyone, from the most fit to people confined to wheelchairs or recovering from surgery." Come to experience Tai chi to gain your life balance to be healthier and happier (after a hectic day). ***Instructor's note: Wear loose fitting clothes and soft soled shoes. No class 9/27, 10/25, 11/22, 11/29.**

Thursdays
TMHS A209

9/20 to 12/20
6:45-7:45 p.m.



Tuition \$120.00
10 sessions

ZUMBA WORKOUT, Ms. Carolisa of MoonlightDJs, Instructor **Course #23**

Move, Groove, Dance, Get Fit & have FUN! This energizing dance-fitness workout burns calories; strengthens abs, core, This energizing dance-fitness workout combines easy dance moves with traditional exercise to burn calories & strengthen all muscles. Get Funky to a fantastic mix of old school dance classics to current; latin, bollywood, Irish & more! This class is great for all levels including the beginner & those new to exercise; moves explained as needed. Use therabands for a couple songs to target bi's and tri's. We complete our class with a short segment on mats (optional) for core, glutes & cool down. Best are sneakers without much tread such as aerobics or well-used sneakers. Therabands supplied; bring a mat. **Dance off calories and get a complete workout in this fun & friendly class! No class 10/31.**

Wednesdays
TMHS D112

9/26 to 11/14
6:30-7:30 p.m.

Tuition \$60.00
7 sessions

HOBBIES/CREATIVE ARTS



CROCHETING, Ms. Virginia Albrecht, Instructor

Learn to crochet or improve your skills. Beginners will learn the basics - chain, single crochet, and double crochet. More experienced students can learn something new. Sample projects will include scarves, hats, and afghans. Depending upon the project, the instructor will give you a list of materials that you may purchase on your own. Please bring a skein of 4 ply, light color, yarn and any size crochet hook to class. **(Note: 3 separate courses are being offered, two 5 week courses & 1 ten week course - see course numbers below. Option to attend 1st 5 weeks, 2nd 5 weeks, or all 10 weeks.)** No class 10/2.

Course #24 Tuesdays
TMHS Library
Course #25 Tuesdays
TMHS Library
Course #26 Tuesdays
TMHS Library

9/25 to 12/4
6:30-9:00 p.m.
9/25 to 10/30
6:30-9:00 p.m.
11/6 to 12/4
6:30-9:00 p.m.



Course #see below
Tuition \$85.00
10 sessions
Tuition \$55.00
5 sessions
Tuition \$55.00
5 sessions

QUILTING, Ms. Diane Fay, Instructor **WHICH WAY TO GO QUILT**

This wonderful quilt is challenging to put together, but lots of fun too. It is great for scraps or using that new fabric you just love. Don't miss this one. Come join us. No class 9/27.

Thursdays
TMHS Library

9/20 to 11/15
7:00-9:30pm

Tuition \$90.00
8 sessions

CHILDREN'S COURSES



SAFE BABYSITTING BASICS, Ms. Keri Barry, Instructor

Course #28

This practical class is for new or prospective babysitters. It will focus on how to safely care for and protect children. Other topics will include what to expect on the job, child-safe projects and toys, message taking techniques, stranger and fire safety, how to price yourself, proper discipline, and basic first aid. It will also include a hands-on section on feeding, diapering, and comforting babies. Materials needed are pen or pencil, notebook, and on the second week, bring a baby sized doll. (Class limit is 15.)

Tuesdays
TMHS Rm. B109

10/30 to 11/13
6:30-8:30p.m.



Tuition \$40.00
3 sessions

JUNIOR GOLF CLINIC, Mr. Barrie Bruce and Staff, Instructor

Course# see below

This clinic program is geared and staffed specifically for **boys and girls, ages 7-14**. Junior clinics are perfect for both beginning juniors and those who want to develop better golf skills. Clinics consist of five (5) one and a quarter hour lessons, covering safety, set up, the swing, irons, woods, the short game, and golf etiquette. Equipment and practice balls will be provided. We group the junior golfers in our clinic by age range, so students will be playing in age-related peer groups.

Course #29 5 Saturdays
Course #30 5 Saturdays

9/8-10/6
9/8-10/6

9:30 a.m. - 10:45 a.m.
1:30 p.m. - 2:45 p.m.

Tuition \$129.00
Tuition \$129.00



INSTRUCTORS



Ms. Virginia Albrecht has been doing several different types of needlework for many years. These include crocheting and knitting. She has passed these skills on to many relatives and friends.

Ms. Keri Barry is a Health and Wellness educator with over 20 years of teaching and lecturing experience and has a BS in Business Administration and owns her own bookkeeping firm. She has been teaching community health education courses for adults and children at Winchester Hospital Community Health Institute for over 20 years. She also previously taught for Northeastern University, the Ninety-Nine Restaurant Corporation, and for Greater Boston Association of EMTs.

Mr. Barrie Bruce has a BA from Tufts University and an MA from Boston State College. He was named Teacher of the Year (New England Section), PGA 2004, and Golf Magazine's Top 100 Teachers Award, 2005. Barrie has over 65 years of golf experience and has been the head teaching professional at the Billerica Country Club for 42 years. He has also been a member of the Professional Golf Association of America for the past 30 years. Barrie was also awarded the PGA's Presidential Plaque for contributions and achievements in the area of player development.

Ms. Karen Daley has been a certified fitness instructor for over 20 years. A former Adult Education instructor, Karen returns with experience in aerobics, muscle conditioning, step and spin classes. She has taught many classes throughout the Tewksbury area, including the Senior Center. She is the former owner of Karen's Muscle Madness.

Diane Fay has been a quilter for over 45 years and an instructor of quilting for over 40 years. She worked for many years at the New England Quilt Museum, and was a member of the Aquisitional and Curational Committee that acquired the museum's permanent antique quilt collections and curated some exhibits for the museum. Diane was also the co-founder of the Tewksbury Piecemakers Quilt Guild and served as its president for three years. She was a member and board member of the North Parish Quilt Guild, and has been published in Quilt Magazine.

Ms. Amy LaMarche is a Market Manager for Salem Five Bank in Tewksbury. In this role she works closely with business owners to guide them in their banking and their personal finances. Her commitment to her clients as a banker and as the President of BNI Strategic Partners networking chapter has contributed to the growth and success of many local companies.

Ms. Melody Anoli-Marcotte is a Business Development Specialist and Licensed Life Insurance Producer for Salem Five Bank. She has been with Salem Five for 3 years and has over 20 years of experience in developing individualized plans to suit her clients. Her community outreach and dedication has helped many families in Tewksbury and surrounding towns.

Ms. Corrina Lombardo is a Customer Experience Manager at Salem Five Bank. She has worn many hats in her 20 years in the Retail Banking industry and is well known in the community for her experience at providing customer solutions.

Ms. Carolisa has over 15 years experience as a professional entertainer and dance teacher throughout New England. She teaches beginner through master classes in Zumba and Bellydance; Party Line Dance; and conducts workshops for company wellness, senior centers, womens "night out", events & parties, teen and kids' enrichment programs. She is also an experienced disc jockey with Moonlight Disc Jockeys of Billerica covering weddings, corporate and private functions, reunions, theme events, family and kids' parties.

Ms. Sharon Pei has been teaching Tai chi and Qigong (a.k.a. Chikung) via local Adult Education Programs since 2005. She is passionate about this ancient Chinese martial art, and loves to share her knowledge and experience about Tai chi and Qigong with you via learning and practice to improve your balance of body and mind at large. Sharon grew up in China, and is bilingual. She also taught Chinese language and cultural classes. She graduated from a teacher's college and also has a M.L.S. degree. For more information about her, please visit her website: <http://www.taichi-universe.com/about-us>.

Mr. Steve Sentementes has 17 years of EMS experiences and 11 years of Firefighting experience in numerous situations of doing CPR. He recently became an instructor and loves to teach others what he has learned over the years, especially how to save a life properly. Steve's company is called "Pulserate CPR/AED".

Shihan Jeff Davis & Shihan Deb Davis, 5th Degree Black Belts have been instructing Fitness & Self Defense with Practical Results for over 25 years locally and at corporate locations. They are active members of the World Martial Arts Association. Since 1999 they continue to be recognized by national, regional and local associations for their dedication and commitment, exemplary teaching, leadership in the community, and commitment to "Excellence" standards. They are presently chief instructors at The Self Defense Institute in Tewksbury. www.tsdionline.com.

Ms. Nancy Toland has run the Community Services Women's Basketball League for the past fifteen years. She helped run the Girls' Recreation Clinic Basketball League for five years and served on the Recreation Basketball Board for two years.

Mr. Jack Wang is the Principal of Longhorn Financial, an independent financial services firm. He educates and advises regular working families all over the country on the 3 major areas of personal finance - managing debt, saving/paying for college, and saving/paying for retirement. You can find Jack on local TV and radio speaking on these topics, and he writes a periodic personal finance article for a local news outlet. He currently lives in Westford with his wife. He and his wife have a total of 4 children, ranging from college age to 6th grade. In his spare time, you can find him coaching girls volleyball and softball for a local high school. He's also a mentor for an entrepreneurship program in Lowell and for a student entrepreneurship program at UMass Lowell.

You MUST register for classes online.

Visit our web site at www.tewksbury.k12.ma.us

Go to Community Services and then Adult Education.

If you choose to pay by check it should be made payable to the

TOWN OF TEWKSBURY

AND MAILED TO:

OFFICE OF COMMUNITY SERVICES

ATTN: ADULT EDUCATION

139 PLEASANT ST., TEWKSBURY, MA 01876

Please Note: If you pay by Credit Card, there is a 2.9% convenience Fee and if you pay by your checking account routing number there is \$.40 per transaction fee. All fees are non-refundable. To pay by checking acct, choose credit card and then in the drop down menu choose EFT.

This REGISTRATION FORM can only be used if you check with us first and we confirm you do not have a computer to register on your own. If that is the case we may have you come in to register on our computer in the office.

**TEWKSBURY COMMUNITY SERVICES
REGISTRATION FORM**

Name: _____ Email: _____

Address: _____ Phone(Day): _____

_____ Phone (Cell): _____

Course #	Course Title	Tuition
	STOP! YOU MUST REGISTER ONLINE!	\$
1.		\$
2.		\$
3.		\$
	Total Enclosed	\$

Courses will be closed one week before they are scheduled to start so we can prepare the instructor folder/roster. Please call us if you still wish to register and the course is no longer available online so we can see if it is still running. If a class is cancelled, tuition will be refunded but any fees charged by invoice cloud (convenience fees) for paying online are non-refundable.

To mail a check send it to:

Office of Community Services
139 Pleasant Street
Tewksbury, MA 01876
Attn: Adult Education

We offer a 10% Senior Discount for those over the age of 60.

FOR OFFICE USE ONLY

Form of payment:

Check/M.O. # _____

Amount \$ _____

Date Received _____

NOTE:

You are officially enrolled and your name is placed on the roster when you RECEIVE A CONFIRMATION VIA EMAIL .

You will be notified via email only if you are not in a class due to either over enrollment or class cancellation so please check your email.

**Tewksbury Public Schools
Office of Community Services
139 Pleasant Street
Tewksbury, MA 01876
978-640-7831**

TEWKSBURY PUBLIC SCHOOLS

SCHOOL COMMITTEE

**Arthy Bennett
James Cutelis
Dennis Francis
Krissy Polemino
Keith Sullivan**

SCHOOL ADMINISTRATION

**Christopher Malone, Superintendent
David Libby, Business Director**

COMMUNITY SERVICES

**Cynthia Basteri, Interim Director
Maura Rauseo, Financial Coordinator
Susie Meuse & Tricia Welch, Assistants**

