

## **FREE COURSES**

### **Vita Education Services offers free English as a Second Language, Pre GED and GED classes**

Days: Tues. & Thurs. - 6:30- 9:00 p.m.

**Beginner, Intermediate ESL** for adults, who want to learn, understand, speak, read and write English. Orientation/Registration for ESL 1/10/2010, at 6:30 pm in rm. 110. **Pre-GED and GED Preparation, GED Distance Learning** for adults who wish to take the GED exam.

Registration/orientation 1/31, 2/1/2012 at 6:30 pm, rm. 112.

**Pre GED and GED Placement Testing 2/2/2012**, 6:00 pm, rm. 112

Potential students **MUST attend orientation/registration and placement testing** in order to attend -space is limited. **Vita Education Services - 215-345-8322.**

## **GENERAL INFORMATION**

\*Courses will be filled on a first-come/first registered basis. Once a course has reached its quota, it will be closed for registration. The course fee as listed in the brochure must be made payable to "BTCEP" or the Bensalem Township Community Education Program. **PLEASE NOTE: THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS.**

\*Some courses may require a materials fee. Direction on the fee and in some cases, proper clothing, will be given at registration and/or the first meeting of the course.

\*Classes will be held on Tues. and Thurs. unless otherwise noted in this brochure. **Tuesday classes will be held on 2/07, 2/14, 2/21, 2/28, 3/06, 3/13, 3/20, 3/27, 4/10, 4/17. Thursday classes will be held on 2/09, 2/16, 2/23, 3/01,3/08, 3/15, 3/22, 3/29, 4/12, 4/19.** All courses will be held at Bensalem High School unless otherwise noted in the course description. Class meeting times may be adjusted at the discretion of the night school administrative staff.

\*Courses offered in the Community Education Program do not qualify for credits or units toward any diploma or degree program.

**\*School closing due to inclement weather or an emergency will be rescheduled. If school is closed during the day, no classes will be held that evening. Listen to radio station WBCB (1490) for special announcements. Phila. Radio and TV stations will use the Code #758 when announcing that schools are closed. School closing will also be announced on the School District's website [www.bensalemsd.org](http://www.bensalemsd.org). Comcast Cable Channel #28 or Verizon FiOS Channel #32 or inform-a-line (215-750-2800, #6)**

\*Your registration will be accepted unless you are notified that the course was closed or cancelled. Please report to the room stated in the brochure on the appointed day and time.

\*The telephone number to call for emergencies when the classes are in session in the **evening** is:

**215-750-2800, ext. 3102**

\*Class participation is at your own risk.

\*The administration reserves the right to exchange and/or replace instructors of any class if a specific need develops, such as illness or the inability to continue. etc.

**\*NO MAIL-IN REGISTRATIONS WILL BE ACCEPTED.**

## **REGISTRATION: GUIDELINES/PROCEDURES**

Special Note: In order to be fair to all registrants, there will be no mail-in registrations. For information regarding night school classes - **call during the day only - 215-750-2800, ext. 3102.**

## **In-Person ONLY**

**January 31, February 1 and 2** from 7 - 9 p.m. at the Bensalem High School (Cafeteria A) 4319 Hulmeville Road, Bensalem, PA.

**ELIGIBILITY: Registration is open to anyone EIGHTEEN (18) years or older (except for Driver Ed Theory).** Any one found under the age of 18 will be asked to leave **without a refund.**

You may register for more than one class; however each course must be listed on a separate form – (1) person per form only.

**Fees:** Bensalem residents will be charged a tuition fee depending upon the course. **For non-residents, the tuition will be increased by a minimum of \$5 for each course. All registration fees are due at the time of registration. PAYMENT BY CASH, CHECK OR MONEY ORDER IS ACCEPTED. NO CREDIT CARDS.**

The instructor, where noted, will collect material fees. Do not include material or special fees in your tuition payment.

## **RULES/REGULATIONS**

In order for a successful Evening School Program to occur, all Evening School participants and staff members must follow the following parking rules.

\* There will be no parking in the fire zones or along curbs adjacent to the school building.

\* Triple parking is not permitted.

\* There are handicap parking spaces in all parking lots. Only those cars with handicap parking license plates should use them.

\* Failure to comply with any or all of the above regulations may result in the party being excluded from participation in the Evening School Program as well as the vehicle being towed away. In this case, all costs will be assigned to the owner/driver of the vehicle.

\* Under these circumstances, there will be no refunds given to the parties in question.

**\* PLEASE FOLLOW THE ABOVE PARKING RULES**

**\* Because of state and local fire laws, NO SMOKING will be permitted in any part of the high school building and grounds.**

## **TUITION FOR SENIOR CITIZENS**

**Senior citizens (age 62 or older) will receive up to \$25 credit towards registration on 1 course. Senior citizens must register in person during the in-person registration. Senior Citizens must have the school district's Gold Card with them when they register. A visit to the District Office located at 3000 Donallen Drive will enable residents to obtain a Gold Card pass. Please call 215-750-2800, ext. 4000 to make an appointment.**