

Registration Information

RBT Systems' Scheduled Courses offered through Fairfax County Adult and Community Education
(<http://www.fcps.edu/DIS/OACE/register.html#fax>)

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- [Registration Centers - Hours and Location](#) - <http://www.fcps.edu/DIS/OACE/register/ctrs.html>
Call 703-658-1267 for recorded directions to registration centers

General Information

- **You must enroll in advance.** We recommend that you enroll at least ten days before class begins. Sign up early to ensure you get into the class(es) of your choice. Class size is limited and many classes fill quickly.
- **Your registration will not be confirmed.** You will not be notified unless the class is full, canceled, or if you are placed in your second choice for a class. Attend the first class unless advised otherwise. Be sure to keep a record of the starting dates, times, and locations of all classes for which you have registered.
- **Completing the registration form:** Fill in the registration form completely, including day and evening phone numbers, and an E-mail address. Include your ACE Participant ID number, if you have one. Print the course number, section number, start date, course title, tuition fee, user fee, and total for each course you wish to take. Your second section choice must not start before your first section choice. Only one person may register per form; forms may be duplicated.
- **Textbooks:** Payment for the textbook is included in the cost of the class and is required when you register. The textbook is delivered to you on the first night of class.
- **Include payment of fees with your registration:** If you are paying by MasterCard or VISA, fill in your card number and expiration date. Print the name of the cardholder as it appears on the credit card. Credit card holder must sign the form. If the address of the credit card holder is different from the registrant's address, please provide the cardholder's address.
- **ACE classes are for students 18 years and older:** Unless otherwise stated, ACE classes are for adults 18 years of age and older. In rare instances, exceptions to the required age of 18 and older may be approved. Contact an ACE educational counselor to learn the applicability and process if requesting an underage waiver. Requests require two weeks advance notice.

- **Tuition Refund** Please direct all tuition refund requests to:

Director
Adult and Community Education
6815 Edsall Road
Springfield, VA 22151

Refund requests may also be faxed to 703-658-2748. All refund requests will be considered on a case-by-case basis. **A \$15 processing fee is assessed for each refund.** Credit card refunds are made by check. Allow at least three weeks for processing.

School Closings/Class Cancellations: Classes will not meet when FCPS schools are closed for emergencies or holidays.

For information about school closings and cancellations, watch TV cable 21 or call 703-658-1203, the 24-hour **ACE Closings and Cancellations Telephone line**. When evening classes are canceled due to bad weather, registration offices will close at 4:30 pm.

If classes are closed because of weather, your class will automatically be rescheduled one week later at the same time and place unless someone from ACE notifies you otherwise. If you are attending a class with several sessions, attend your next scheduled class meeting.

See <https://fcps.medianext.com/fcps/signup.html> to receive school closing announcements via e-mail.

Six Ways to Register:

Online

<http://www.acesclasses.org/>

Register online 24-7. Online registration is confirmed immediately.

Fax

Complete form, include MasterCard or Visa credit card information, sign, and fax to 703-658-1275.

Register in advance as seating is limited. Your registration will not be confirmed; you will be notified only if the class is full, canceled, or if you are placed in your second choice. Attend the first class session unless we advise you otherwise.

Registration Form http://www.fcps.edu/DIS/OACE/documents/Term200701_Reg_Form.pdf (PDF, 190 kb)

By Mail

Complete form, include MasterCard or Visa credit card information or check (payable to *FCPS Adult Education*) mail it to:

FCPS Adult Education, Dept. A
6815 Edsall Road
Springfield, VA 22151

Register in advance as seating is limited. Your registration will not be confirmed; you will be notified only if the class is full, canceled, or if you are placed in your second choice. Attend the first class session unless we advise you otherwise.

Registration Form http://www.fcps.edu/DIS/OACE/documents/Term200701_Reg_Form.pdf (PDF, 190 kb)

By Phone

Select course number and section number, have MasterCard or Visa card ready, and call 703-658-1201. Open Monday-Thursday, 9:30 am-5; Friday 9 am to 4:30 pm.

Registration Form http://www.fcps.edu/DIS/OACE/documents/Term200701_Reg_Form.pdf (PDF, 190 kb)

In Person

Visit one of the three Adult and Community Education Registration Centers. For recorded directions to registration centers, call 703-658-1267.

Registration Centers hours and locations: <http://www.fcps.edu/DIS/OACE/register/ctr.html>

Register in advance as seating is limited.

Registration Form http://www.fcps.edu/DIS/OACE/documents/Term200701_Reg_Form.pdf (PDF, 190 kb)

By Purchase Order

Companies/organizations enrolling staff for training may complete registration form and attach company memo or purchase order. For more details contact 703-658-1202 or 703-658-1217.

FCPS Adult Education, Dept. A
6815 Edsall Road
Springfield, VA 22151

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