



REGISTER FOR A CLASS TODAY!

The Enrichment Academy is committed to helping participants acquire knowledge for growth in mind, body, or spirit. It is a self-supporting department, with income supplied from the course fees. No other funds are received for the operations or curriculum of The Enrichment Academy. Prior to registering, please become familiar with our Registration Information Guidelines.

Course registrations are on a first come, first served basis. Being mindful of course start times and registration periods will help with registration deadlines. Registrations are not complete until payment information has been received and confirmed. The Enrichment Academy is unable to hold seats in a course without payment.

ONLINE

www.DistrictGov.org

BY MAIL

The Enrichment Academy
984 Old Mill Run
The Villages, FL 32162

IN-PERSON

REGIONAL RECREATION CENTERS

MONDAY - FRIDAY | 8:30AM - 4:00PM

The Villages®

Community Development Districts

Special accommodations are offered at The Enrichment Academy, by request.

ASSISTED LISTENING SYSTEMS — QUALIFIED INTERPRETERS

AUXILIARY AIDS & SERVICES — SCREEN READERS — TALK TO TEXT SERVICES

WRITTEN MATERIALS — ELECTRONIC FORMAT MATERIALS

To request an accommodation, contact The Enrichment Academy at (352) 674-1800,
email TheEnrichmentAcademy@DistrictGov.org, or mail to: The Enrichment Academy - 984 Old Mill Run, The Villages, FL 32162

REGISTRATION INFORMATION

The Enrichment Academy is committed to helping participants acquire knowledge for growth in mind, body, or spirit. Prior to registering, we encourage you to become familiar with our Registration Information Guidelines.

Registrations: Course registrations are on a first come, first served basis. Being mindful of course start times and registration periods will help with registration deadlines. Registrations are complete when payment information has been received and confirmed. The Enrichment Academy guarantees seats to only those with payment.

How to Register: For your convenience, we have 3 easy ways to register.

Online - www.DistrictGov.org. View the curriculum and register 24/7.

In-person - Walk-in registrations available at Regional Recreation Centers from 8:30am-4pm. Visit Monday-Friday to register for courses.

Mail - You may mail a completed registration form to: The Enrichment Academy, 984 Old Mill Run, The Villages, FL 32162. Do not mail cash as a form of payment. Please remember, mailing your registration does not guarantee you a spot in a course. We encourage you to call (352)674-1800 to confirm your registration is received. Please allow 3-5 business days after mailing before calling.

Accepted Forms of Payment: Cash, check made payable to "VCCDD," MasterCard, Visa, & Discover.

Fees: Course fees are noted with each advertised course, and are collected at time of registration. Please note that some courses also call for supplies or supply fees at an additional cost to the participant. Supply fees are to be paid to the instructor the first day of class and are nonrefundable. There is a \$30 fee imposed per item for returned checks.

Course Confirmations: Participants will receive course confirmation within 5 business days of completed registration. If you do not receive a confirmation, contact The Enrichment Academy TheEnrichmentAcademy@DistrictGov.org to request a copy. Review your course information to ensure you're registered for the desired course correctly.

Course Cancellation/Change Policy: Although we make every attempt not to cancel events, The Enrichment Academy reserves the right to change any schedule without advance notice, or cancel any course that does not meet minimum enrollment requirements. We reserve the right to postpone or combine courses, limit registrations, and to change instructors. Participants are notified of any cancellations and receive a full refund, which will be issued by check or credit card. It

may take up to thirty (30) business days for a cancellation refund to be processed.

Refund Policy: All participant driven refunds are subject to a cancellation penalty (50% of advertised course fee) per event. The Enrichment Academy must be notified up to six (6) full business days prior to the first day of the event (not counting the day of class) for eligible refund. Eligible refund amount is 50% of the advertised course fee.

- Not all requests for refunds can be accommodated.
- Refund policies are enforced regardless of the number of students registered for the course.
- No refunds are possible after six (6) business days prior to the first day of the event or thereafter.
- Registrations are not transferable between participants.
- It may take up to thirty (30) business days for a refund to be processed.
- Refunds will be issued by check or credit card.
- Any membership or supply fees are non-refundable.
- No other refunds or credits will be granted, for any reason, at any time.
- No discount will be given for missed classes, or if participant is unable to attend a rescheduled make-up class.

To request a refund, call (352) 674-1800 8:30am-4pm Monday- Friday.

Transfer Policy: All participant driven transfers are subject to a \$10 non-refundable transfer fee per event if The Enrichment Academy is notified up to six (6) full business days prior to the first day of the event being transferred out of (not counting the day of class).

- Not all requests for transfers can be accommodated, and completion of transfer depends on space availability of event requested to be transferred into.
- Transfer policies are enforced regardless of the number of students registered for a course.
- No transfers are possible after six (6) business days prior to the first day of the event or thereafter.
- The transfer business day policy applies to the event being transferred out of, not being enrolled into.

To request a transfer, call (352) 674-1800 8:30am-4pm Monday- Friday.

Wait List: If a course is full, you may request to be placed on a waiting list. If space becomes available, you will be contacted with an option to register. Payment will be collected at that time. Please do not attend a course unless you have registered. Wait List status DOES NOT enroll you into a course or automatically place you in the next available course.

Make-up Classes: Postponed classes by instructor, or postponements due to emergencies, holidays or special activities, will be made up by the instructor. Class dates missed by the participant will not be made up.

Requests for Accommodations: The Villages Community Development Districts (VCDD) will in compliance with the law, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in VCDD programs, services, and activities, including qualified sign language interpreters, assistive listening systems, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. The type of auxiliary aid or service provided will vary in accordance with the length and complexity of the communication involved.

Any individual registered for a class with The Enrichment Academy who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate must:

- Indicate on registration form at time of registration that they require an accommodation.
- Contact The Enrichment Academy as soon as possible, but no later than 72 hours before the scheduled event.

While the VCDD will attempt to give primary consideration to the request of the individual, some of the accommodation requests offered by the VCDD include:

- Assisted Listening Systems – Assisted listening systems are available at all facilities operated by the VCDD.
- Qualified Interpreters – The VCDD will provide a qualified interpreter, upon request, in compliance with the law.
- Other Auxiliary Aids & Services – Additional services offered by the VCDD include: Screen Readers, Talk to Text Services, Written materials, Materials in electronic format (compact disc with materials in plain text or word processor format)

To request an accommodation, contact The Enrichment Academy at (352) 674-1800, TheEnrichmentAcademy@DistrictGov.org, or by mail at: 984 Old Mill Run, The Villages, FL 32162

This catalog is intended as a general guide for the organization, programs, courses, and policies, all of which are subject to change without notice. We regret any errors in printing, but accept no liability for them. All information contained in this catalog should be verified with The Enrichment Academy.

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