

REGISTERING FOR CLL COURSES

Policies - Procedures

Registering for CLL courses is easy. However, it is important that you carefully review the following registration information and procedures.

IMPORTANT: YOU MAY REGISTER IMMEDIATELY, BUT

NO REGISTRATIONS WILL BE PROCESSED UNTIL

FRIDAY, AUGUST 15

THIS APPLIES TO REGISTRATIONS DROPPED-OFF AND MAILED

- ✚ **The membership fee is \$30.00.** This entitles you to take as many courses as you wish. Payment may be made by check, payable to CLL Kinnelon Public Library, or in cash.
- ✚ **Refund Policy....** No refunds will be made once the semester begins unless we cannot accept you in the program.
- ✚ **There will be no notification if you are accepted.** You will be notified **only** if we cannot accept you into the program or there is a scheduling change.
- ✚ **A separate registration and membership fee is required for each participant.**
- ✚ **The membership fee must accompany the registration;** otherwise the registration will not be accepted.
- ✚ **Upon receipt of the course brochure** you may register by mail or in person
- ✚ **Course registrations will be accepted until Friday, August 22, provided the course has not been closed because of course or space limits.** Course closing will be posted promptly. If you are not accepted in a particular course you will be notified.
- ✚ **Some courses may require additional book or material fees.** See the individual course description for details.
- ✚ **Some courses have class size limits** They are clearly identified in the individual course description.
- ✚ **Not all classes may start on the first week of the semester.** Please note the starting dates included in each course description.
- ✚ **Please do not register for a course unless you intend to participate. This ensures that all who register can participate.**
- ✚ **All Mailed Registrations** to the Kinnelon Public Library, 132 Kinnelon Rd., Kinnelon, NJ 07405
- ✚ **All Drop off Registrations** are to be left at the Library in the CLL Registration deposit box.
- ✚ **All inquiries are to be directed to the CLL Registrar,** Carol Sventy at 973-838-1321, you will be contacted as soon as possible.