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REGISTERING FOR CLL COURSES IS EASY!

Please be sure to carefully review the registration information and procedures listed below.

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**IMPORTANT: YOU MAY REGISTER IMMEDIATELY, BUT
NO REGISTRATIONS WILL BE PROCESSED BEFORE MONDAY, Jan 15
THIS APPLIES TO DROP-OFF AND MAILED REGISTRATIONS**

Policies - Procedures

- **The membership fee** 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.
- **All Registration Checks** will be held until after the first week of classes. This is in order to make refunds easier for both the student and Library staff.
- **PLEASE NOTE FEES: Kinnelon Residents = \$40.00 Non-Kinnelon Residents = \$50.00**
- A separate registration form and membership fee is required for each participant.
- **Course registrations will be accepted ONLY until Friday, FEBRUARY 2 and NOT accepted after FEBRUARY 2.**
- **Your membership fee must accompany the registration;** otherwise the registration will not be accepted.
- **Acceptance in Courses:** Please note that you will only be notified if we cannot accept you into the course (s) or if there is a scheduling change.
- **Please do not register for a course unless you intend to participate.** This ensures that all who register can participate. **Course closings** are posted promptly and letters / emails sent to those students affected.
- **Some courses may require additional book or material fees.** See the individual course description for additional details.
- **Courses with class size limits / restrictions** - These are clearly identified in the individual course description.
- **Not all classes start the first week of the semester.** Please note the starting dates included in each course description - mark your calendar with your courses!
- **Upon receipt of the course brochure** you may register by mail or in person
- **Mail Registrations** to the Kinnelon Public Library, 132 Kinnelon Rd, Kinnelon, NJ 07405 - The Course Brochure and Registration Form can be found on the Library website at <http://kinnelonlibrary.org/ctl>
- **Drop off Registrations** - leave at the Library in the CLL Registration Deposit Box.
- **All inquiries are to be directed to the CLL Registrar,** Carol Sventy and e-mailed to friends.cll@kinnelonlibrary.org or call 973-838-1321, ext. #4.
- **Refund Policy** ... No refunds will be made once the semester begins unless we cannot accept you in the program.